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SURVEY OF WELFARE POSITIONS

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REPORT

ERRATA

- P. vii. Eighth line from bottom: Delete 632. Substitute 832.
- P. 13 Table 2. Subtotal 'Public' across:
Delete 170, 305, 22, 157, 148
Substitute 168, 305, 23, 160, 145.
- P. 17 Table 7. Total column, down:
Delete zero. Substitute 9.

General Series, Memorandum Number 3

RESEARCH DIVISION
DEPARTMENT OF NATIONAL HEALTH AND WELFARE

Ottawa

April 1954.

ACKNOWLEDGMENTS

In presenting this Report of the nationwide study assessing the requirements for social workers in Canada, the Research Division of the Department of National Health and Welfare wishes to express its appreciation for the co-operation and assistance of the following:-

The Advisory Committee on Survey under the chairmanship of Dr. O.E. Ault, for encouragement and advice; in particular, Miss Joy Maines and Dr. Elizabeth Govan who gave many hours of assistance to the Survey team during the planning and organizational phase of the project;

The local Survey Representatives and local committees, where these were set up, for preparing the lists of welfare agencies and institutions in their communities;

The deputy ministers of public departments both federal and provincial who acted as Survey Representatives for their departments;

The welfare executives whose advice was sought on special points and who reviewed the draft questionnaire;

The Ottawa agencies which participated in a trial run of the questionnaire;

All organizations participating in the Survey for the care and time given in completing the questionnaire.



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FOREWORD

This Report embodies the major findings of the first Canadian survey of welfare positions on a national scale. The Survey, undertaken by special request, reflects the increasing concern among employing organizations and the social work profession over the difficulties encountered in staffing welfare services. Directed by the terms of reference, the Research Division undertook to assess the requirements for graduate social workers in public and voluntary agencies and institutions. The Survey is an exploratory study which, by its very nature, opens up new avenues of approach to this very difficult question. Many of the matters touched on admit of further probing.

In addition to examining the growth of welfare positions in general and the requirement for social workers in particular, the Report also analyses the broad range of data secured in the Survey on the functions, composition and training of welfare staff, salary relationships, and the structure and size of welfare agencies and institutions.

The problem of staffing welfare programs has been the subject of special studies in other countries within the past few years. In the United Kingdom, for example, there were studies on the employment and training of social workers, conducted by Miss Eileen Younghusband and sponsored by the Carnegie United Kingdom Trust; in the United States, the Hollis-Taylor Report on Social Work Education and the two surveys of salaries and working conditions, one conducted by the Bureau of Labour Statistics at the request of the National Council on Social Work Education, and the other by the Bureau of Public Assistance and the Children's Bureau under the Department of Health, Education and Welfare.

Each of these studies emphasizes particular aspects of the problem of welfare personnel. The Canadian study is unique in that it attempts to assess the demand for graduate social workers.

It is hoped that this Report will be of value not only to the executives of voluntary organizations and their Boards and to public

welfare authorities but also to the schools of social work and the social work profession in their immediate concern with the development of social work education.

The planning and conduct of the Survey and the preparation of this Report were carried out under the direction of Mrs. Flora Hurst, Supervisor of the Welfare Section, Research Division. The following contributed to various phases of the study: Miss M. Coke, a former member of the staff, to the planning and organization of the project; Miss M. Tudor, also a former staff member, and Mr. D.H. Gardner, to the coding and processing of the returns. Miss B.J. Stewart of the Methods and Analysis Section of the Division acted as technical adviser in the preparation of the questionnaire. Miss G. Bourque of the Nutrition Division of the Department helped to organize the project in the Province of Quebec. Mr. D.H. Gardner and Mr. R.B. Splane assisted in the preparation of this Report.

Joseph W. Willard,
Director, Research Division.

HIGHLIGHTS OF FINDINGS

Returns were received from 760 public and voluntary employing organizations comprising 1079 reporting agencies and institutions.

These reporting units included approximately 90 per cent of the social agencies and 65 per cent of the welfare institutions in the voluntary field; more than three-quarters of the welfare departments and just under one-half of the welfare institutions under local government; 9 of the 10 provincial welfare departments as well as other provincial departments and units with welfare staff; and the four federal departments with welfare positions as defined in the Survey.

The Survey covers 4221 welfare positions in the 755 reporting agencies and 688 positions in the 324 reporting institutions. Reporting agencies and institutions are treated separately in this Report since they have different patterns of service.

Reporting Agencies

During the three-year period 1949 to 1951, reporting agencies showed an annual increase of 9 per cent in the number of welfare positions established. If this rate is projected annually for the three post-Survey years, October 1, 1951, to October 1, 1954 (and there appears to be supporting evidence for this), an estimated total of 5500 welfare positions in reporting agencies could be expected by October 1, 1954.

This growth, together with the estimated annual number of staff leaving the welfare field or resigning to take further training, would result in an annual recruitment requirement amounting to one-fifth of the total welfare establishment.

On this basis, the total estimated recruitment requirement for additional welfare staff in reporting agencies during the post-Survey period from October 1, 1951, to October 1, 1954, would be over 2900, an annual average of over 960.

To maintain during these three years the proportion of graduates of schools of social work employed on the Survey date, October 1, 1951, a total of 830 graduates would need to have been recruited during the three post-Survey years, that is, an average of about 276 annually.

If agency requirements and preferences for graduate social workers were to be met during this period, from 987 to 2498 graduates would need to have been recruited, roughly 329 to 632 annually, depending on which of a series of agency preferences is applied to the total recruitment figures.

Although supply data are incomplete, 250 graduates are estimated to be the net number entering employment annually from the Canadian schools of social work during the three post-Survey years under review. Since this number would not meet the estimated requirements noted above, many of the positions for which agencies wanted social workers would have been filled by staff with other background and experience.

Of the 4221 welfare positions comprising the total welfare establishment of reporting agencies, 55 per cent were in voluntary agencies and 45 per cent in public agencies, federal, provincial, and local.

The actual agency growth rate during the period from 1949 to 1951 was somewhat higher in voluntary agencies than in public departments; the percentage increase in the number of welfare positions in the public department was greatest in the provincial services.

The field of child welfare established the largest number of new positions during this period but social work with adult offenders and social work in hospitals and clinics had the most rapid rate of growth.

The number of employed welfare staff reported on the date of the count was 3986 of whom 49 per cent were men and 51 per cent women.

The average age (median) of staff in reporting agencies was 38 years; the average age of men was 40 years and of women 36 years. Twenty-seven per cent of the employed staff were reported as under 30 years of age and 7 per cent as 60 years or over.

Women predominated in the voluntary agencies where they comprised 65 per cent of the welfare staff, while men formed 67 per cent of the welfare staff in public agencies.

Male staff held about 60 per cent of the administrative posts, while women held 60 per cent of the supervisory positions, 52 per cent of the direct service positions and 65 per cent of the positions in teaching and research.

About 23 per cent of the employed staff were in administrative positions, 10 per cent in supervisory, 65 per cent in direct service positions, and 2 per cent in teaching and research.

Less than ten years' welfare experience was reported for 68 per cent of all welfare staff and ten years and over for 26 per cent; 42 per cent had less than five years' welfare experience and 6 per cent less than one year's experience. (Welfare experience was not reported for all employed staff.)

Of the 39.8 employed welfare staff in reporting agencies, 1550 or 39 per cent had Bachelor's degrees and another 205 or 5 per cent had post-graduate degrees in fields other than social work. Specialization or experience not involving degrees were reported for 47 per cent of the employed staff.

Some 30 per cent of the employed staff were graduates of schools of social work and another 17 per cent had taken some courses in a school. Of the 1206 social work graduates, 29 per cent were men and 71 per cent women.

Social work graduates constituted 36 per cent of the staff in voluntary agencies and 24 per cent in public agencies.

More graduate social workers were employed in child welfare than in any other field of work but the highest proportion of graduates was in social work teaching and the next highest in social work in hospitals and clinics.

Graduates formed 30 per cent of the administrative staff, 51 per cent of the supervisory staff, 26 per cent of the direct service staff, and 76 per cent of the staff in teaching and research.

Salary levels as reported for the date of the count are significant only in relation to other factors in the findings and do not portray the salary situation in 1954. Salaries ranged from under \$1000 to more than \$10,000. The average salary (median) was \$2833.

The average salary of male staff was over \$600 higher than that of female staff.

Staff with two-year diplomas or certificates from schools of social work had the highest salary level. This group combined two years' training with long welfare experience.

Staff turnover, or total separations of staff for a twelve-month period, numbered 666 or 16 per cent of the welfare establishment. The rate of turnover in voluntary agencies was 19 per cent and in public departments, 11 per cent.

The separations of staff leaving the welfare field represented 9 per cent of the total welfare establishment.

Vacancies, which vary from day to day according to the number of separations and new positions, number 235 on the date of the count.

Of the 193 vacancies for which duration was reported, 65 per cent were of less than six months duration by the date of the count and 7 per cent had lasted over 24 months.

Agencies wanted a much higher proportion of graduate social workers than were employed on the Survey date.

The qualifications wanted by agencies in filling vacancies indicated that every effort would be made to employ graduates in 59 per cent of the vacancies and that they would be preferred over other candidates in an additional 27 per cent.

Agency estimates of future requirements for all filled positions, as they become vacant, showed that every effort would be made to secure graduates in 34 per cent of the positions and that they would be preferred over other candidates in an additional 44 per cent.

Reporting Institutions

Over 80 per cent of the 324 reporting institutions and of the 688 positions comprising the total welfare establishment were in the voluntary field.

Of the 688 welfare positions, 46 per cent were in homes for children and 29 per cent in homes for the aged.

Growth in reporting institutions during the period 1949 to 1951 was concentrated largely in homes for children where the annual rate of growth averaged 9 per cent.

The number of employed welfare staff in reporting institutions on the date of the count was 679 of which 70 per cent were women. The average age (median) was 48 years. Some 25 per cent of the staff were reported as under 40 years of age and 14 per cent as 60 years or older.

About three-fifths of the welfare staff were in administrative positions, that is, were superintendents, matrons or their assistants, and two-fifths were in direct service positions.

Of the 679 welfare staff, 42 or 6 per cent had Bachelor's degrees and another 14 staff members had post-graduate degrees in fields other than social work. Other forms of specialization and experience were reported for almost 60 per cent of employed staff.

Graduates of a school of social work comprised 5 per cent of the welfare staff; another 10 per cent had taken some courses at a school of social work.

Salaries, as paid in 1951, were reported for 237 staff members in reporting institutions. Of these, three-fifths earned less than \$2500 annually and one-fifth less than \$1500.

Salary levels of graduate social workers and of staff with some courses at a school of social work were somewhat higher than those of staff without this training.

There were 72 separations from staff, comprising 10 per cent of total establishment, during the year preceding the Survey. Of these, 48 were in voluntary institutions and 51 were in homes for children. Fourteen separations involved staff who left to take other welfare positions or to take social work training.

Only 9 vacancies were reported in the institutional field and 8 of these were in children's institutions.

Institutions wanted a somewhat higher proportion of graduate social workers than were employed on the Survey date. Some 75 per cent of the 154 positions for which graduates were wanted were in homes for children.

Estimates by children's institutions of their future requirements for all filled positions, as they become vacant, indicated that every effort would be made to secure graduates in 12 per cent of the positions and that graduates would be preferred over other candidates in an additional 25 per cent.

SURVEY OF WELFARE POSITIONS: REPORT

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I. INTRODUCTION

Chapter 1. PURPOSE AND ORGANIZATION

PURPOSE

The request for a nationwide survey of the demand for social workers was initially made to the Minister of National Health and Welfare by the National Conference on Personnel in Social Work, subsequently the Personnel Committee of the Canadian Welfare Council. The Conference represented the Canadian Association of Social Workers, the Canadian Schools of Social Work, the Canadian Welfare Council as well as voluntary agencies and a number of public departments.

The growing concern of welfare organizations over the scarcity of qualified social workers had resulted in a number of exploratory studies carried out chiefly under the auspices of the Canadian Association of Social Workers. A comprehensive survey of welfare personnel had, however, never been attempted for all Canada. Such a study was considered essential to establish the facts about the shortage; to enable the schools of social work to estimate the size and nature of their training problems; and to furnish social agencies both public and voluntary with a guide for planning for their staff requirements.

Frame of Reference

The frame of reference as drawn up by the National Conference on Personnel is as follows:-

In order to plan adequately for the recruiting and training of social workers, it is necessary that there should be more complete and accurate information about the extent and nature of the need and the effective demand for staff. We recommend that the Minister of Health and Welfare be asked to organize through his Department a survey of the demand for social workers in welfare programs of public and private agencies across Canada, and that there should be established an Advisory Committee representing the Canadian Association of Social Workers, the Canadian Welfare Council, and the Canadian Committee of Schools of Social Work to provide such technical and other assistance as may be necessary.

On considering this request, the Department first agreed to begin with a pilot study of one city for the purpose of developing methodology; this, in turn, was to await a job description and classification study of

social work positions by the Canadian Welfare Council. However, in view of the difficulties which agencies were encountering in securing trained staff and the consequent pressure on the Department for an immediate large scale study, it was agreed that the Research Division would undertake a nationwide survey without these two intermediate steps.

ORGANIZATION

Advisory Committee

An Advisory Committee on Survey was then appointed by the Personnel Committee of the Canadian Welfare Council. The members of the Committee were as follows: Dr. O.E. Ault, Director of Planning and Development, Civil Service Commission, (Chairman); Miss Joy Maines, Executive Secretary, Canadian Association of Social Workers; Dr. Elizabeth Govan, Secretary for Special Projects, Canadian Welfare Council; Mr. W.K. Rutherford, Director of Employment Service, Unemployment Insurance Commission; Mrs. D.B. Sinclair, Executive Assistant to the Deputy Minister of National Welfare; Mr. E.E. Sparrow, Chairman, Ontario Workmen's Compensation Board, ex officio, as Chairman, Personnel Committee.

Mr. Joseph W. Willard, Director, Research Division, Department of National Health and Welfare and Mrs. Flora Hurst, Supervisor, Welfare Section, Research Division, also attended the Committee meetings as representatives of the Research Division.

THE CONCEPT OF DEMAND

The Personnel Conference had emphasized the importance of assessing the demand for social workers in order to plan adequately for their recruitment and training. A technical study of effective demand in the sense of an exhaustive enquiry into the whole structure and financing of welfare agencies and the extent to which financial questions affect recruitment of trained social workers was not envisaged by the Advisory Committee. While this could not be done, every effort was made to secure from employing organizations as careful an assessment as possible of their immediate staff requirements and of the social work training qualifications they were seeking in filling

vacancies, as well as of their long-term policy with respect to the employment of graduates of schools of social work.

Another factor which the Report cannot examine in any detail is the supply of graduate social workers. While some figures on the number of certificates and degrees which have been awarded in Canadian Schools of Social Work were available, many unknowns remain. One of these is the net number of graduates, a figure, that is, which eliminates the duplication of persons who have completed more than one qualifying form of social work certification. Another unknown is the number with certification from non-Canadian schools. And, of importance also, is the size of the reservoir of trained social workers not employed, or employed abroad, whose return to employment in the Canadian welfare field is potential.

The term 'demand', therefore, where it is used in this Report refers chiefly to priority requirements for trained social workers as expressed by employing organizations.

OTHER PROBLEMS OF DEFINITION

The nature of the field under study presented a number of special problems. These centred chiefly around the following: the lack of a clear-cut, generally acceptable definition of what constitutes a welfare program, particularly in new or expanding areas of work; a similar lack of uniformity in definitions of welfare positions and of the roles of professional social work staff within the total welfare establishment; the variations in patterns of welfare development in different parts of the country; and the lack of a comprehensive list of welfare organizations in Canada.

As might be expected in view of the paucity of basic material in this field, these questions of definitions and classifications presented a most difficult and continuing problem at each stage of the study, in spite of the careful work on preliminary reference guides. The essential exploratory work which these questions entailed is, however, of distinct value apart from the present study, in that it provides a point of departure for further investigation by others working in the field.

METHOD

In considering the question of method, it was decided to use a broad interpretation of welfare and to include welfare services in allied fields of endeavour. It was decided, also, that it would be necessary to cover the whole universe under study since there were insufficient data for use as a guide in a selection of a representative sample, and that this should be done by means of a questionnaire directed to executive heads of welfare organizations. It was agreed, further, to enquire into the composition and training of staff employed in welfare positions, as defined in the study; to examine the extent of demand for staff trained in social work in terms of the total welfare establishment; and to secure information on organizational growth, staff separations, and vacancies.

In order to define and explain the purpose and scope of the Survey, a descriptive statement was drawn up in a series of reference papers which contained also explanatory guide lists of the welfare organizations and welfare positions to be studied, together with an outline of the methods adopted to secure the information.^{1/} It is sufficient to note here that the Survey included only full-time, paid, welfare positions in public and private^{2/} agencies and institutions. Administrative or executive positions in welfare programs were included as part of the welfare establishment. Part-time services (less than 35 hours a week), seasonal positions, or the services of volunteer workers were excluded as well as clerical, stenographic and maintenance positions. Positions requiring the services of non-welfare professional personnel, such as, physicians, nurses, statisticians, and vocational counsellors, were not considered welfare positions and were excluded.^{3/} However, since the positions which were included depended on the nature of the work and not on the qualifications of the person employed, many specializations besides social work are represented, including some of the above. Social workers, however, constitute the largest professional group in the total welfare establishment.

The Survey plan was carried out with the co-operation and practical assistance of local agencies. The heads of selected agencies or, in some

^{1/} See Appendix 1.

^{2/} Non-governmental; referred to throughout the Report as 'voluntary'.

^{3/} See Reference Papers 4 and 4A for elaboration.

communities, committees prepared lists of welfare agencies, local public departments and welfare institutions including, as agencies, the welfare sections of non-welfare organizations. Deputy ministers of provincial and federal departments provided the same service for units of their departments and for unorganized territories. Survey representatives were asked to assist also in explaining the purpose and significance of the Survey to their colleagues, to encourage their participation and, on the completion of the Report, to help to interpret the findings. They were assisted in interpreting the project by the series of reference papers mentioned above, which were later distributed with the questionnaires to all organizations which it was thought would participate in the Survey.

October 1, 1951, was selected as the date of the count and questionnaires and reference papers were sent out with an explanatory letter from the Deputy Minister of National Welfare.

The questionnaires were returned to the Research Division for editing, coding,^{1/} processing, analysis, and the preparation of the Report.

THE SURVEY REPORT

This Report presents data on the national situation only. While the project was planned to permit also the presentation of the analysis by provinces, it was found that the necessary cross-classification of data on a provincial or even a regional basis resulted in figures too small to be meaningful. A further consideration was that in many areas these refined data endangered the confidential nature of the returns. Two general tables showing the distribution of the returns by province of location are, however, included in Chapter 2.

^{1/} Because of the lack of basic classifications within this field, considerable time had to be given to examining the returns in order to set up the code to be used: it was found necessary, for example, to do preliminary coding and tallying of the data as a guide for preparation of the final codes used for the transfer to punch cards. This process also involved a substantial amount of correspondence with agency heads to clear up ambiguities in the returns.

Chapter 2. SURVEY COVERAGE

The Report covers two broad areas of service. The first, which forms the basic study, comprises the main stream of welfare agencies, such as family and child welfare, public welfare departments, certain recreation agencies and social service departments of non-welfare institutions and other organizations. The second area is that of welfare institutions. These are treated separately because they constitute an entirely different pattern of service and, with the exception of a few but growing number providing certain types of specialized care, they are only beginning to develop an interest in the employment of social workers.

A word needs to be said about recreation. There was no attempt to cover the whole field of recreation. It seemed advisable, however, to find out if trained social workers were required in recreation organizations and departments, especially in positions in which social work and recreation overlap or are closely allied. Questionnaires were therefore sent out only to those recreation organizations whose names were submitted by survey representatives. The returns were classified with those of youth serving and other agencies in which the group work method is widely used.

ASSESSMENT OF RETURNS

Employing Organizations and Reporting Units

For purposes of classification and geographic distribution, separate questionnaires were provided for the head offices and regional offices of employing organizations and their institutions; these were treated as separate reporting units. For this reason, the term 'reporting agency' (or institution) does not necessarily refer to an employing agency, although the great majority of reporting agencies are also employing agencies. In the Department of Veterans Affairs, for example, which had the largest number of federal welfare positions, the welfare sections of D.V.A. regional offices, and the respective head offices of these two services are all treated as separate reporting agencies. Similarly, the head office of the Department of National Health and Welfare is one reporting agency and the Family Allowances and Old Age Security regional offices constitute ten reporting agencies. With the exception of

Newfoundland, this procedure was followed regarding the head offices, regional offices and institutions of provincial departments of welfare. It was used also for voluntary organizations such as the Canadian National Institute for the Blind^{1/} which has regional offices and provides both agency and institutional services.

The analysis of data on welfare institutions which are under social agencies or public départements are included with other institutions in the institutional section of the Report. This is done because of their common characteristics, although some of the institutions under the auspices of welfare agencies differ somewhat from others in that they may draw on the social workers attached to the parent agency for case work services.

Returns from Voluntary Agencies and Institutions

In view of this organization of the study, of which more will be said, the returns are presented as a proportion of the units rather than of the employing organizations.

Of the 578 units of voluntary agencies covered in the net mailing (and this is thought to be close to complete coverage for this group), there were returns for 507 or 88 per cent. The returns from institutions in the voluntary field were substantially lower, 267 out of the net mailing of 409, that is, 65 per cent.

The term 'net mailing' is used because it excludes a number of organizations to which questionnaires were initially sent but which proved not to come within the Survey definition. These questionnaires were cancelled. Where there was insufficient information to judge whether a given organization belonged within the Survey, it was retained in the net mailing. If the doubtful cases, 27 in number, had not been retained, the percentage returns for voluntary agencies would have been approximately 92 per cent.

The following figures show the number of units in the net mailing for voluntary agencies and institutions, together with the percentages:-

	<u>Total</u>		<u>Agency Units</u>		<u>Institutions</u>	
	Net Mailing Returns		Net Mailing Returns		Net Mailing Returns	
Number	987	774	578	507	409	267
Per cent	100	78	100	88	100	65

^{1/} C.N.I.B. industries are not included in Survey.

Returns from Local Governments

It is difficult to assess accurately, either the coverage or the returns from welfare units of counties and urban and rural municipalities. There is some evidence that the initial lists of local welfare departments and institutions may not have been complete. On the other hand, a number of the returned questionnaires had to be cancelled because the single welfare position reported in each was a part-time position, combined with another, such as, city clerk, secretary treasurer or sanitary inspector. There was no way of checking the extent to which these part-time positions were characteristic of the local welfare departments which did not send in returns, although this could be assumed for the smaller centres.

Of a net mailing of 126, returns were received from 94 local departments (not counting the exclusions noted above), that is, from 75 per cent of the net mailing. If doubtful cases, 13 in number, had been excluded, the percentage would have been 83. The proportion of institutional returns was only 38 of the 79 welfare institutions under local government to which questionnaires were sent.

The figures for local government returns are as follows:-

	<u>Total</u>		<u>Agency Units</u>		<u>Institutions</u>	
	Net Mailing Returns		Net Mailing Returns		Net Mailing Returns	
Number	205	132	126	94	79	38
Per cent	100	64	100	75	100	48

To sum up, the returns from voluntary agencies were 88 to 92 per cent of the agencies covered; the local government returns were 75 to 83 per cent of the net mailing to local government departments. The voluntary institutions show a return of 65 per cent of net mailing, those of local government, 48 per cent.

Although the returns from institutions seem low, there is little doubt that they include all the institutions in which there is likely to be any demand for trained workers in the immediate future. Institutional coverage will be discussed further in the chapter on institutions.

Provincial and Federal Returns

Coverage of provincial and federal departments are shown a little differently. The co-operating departments with welfare positions prepared lists of their headquarters, regional offices and institutions, and presumably were fully covered. The 4 federal departments with welfare positions, as defined in the study, comprise 59 reporting agencies distributed as indicated in Table 1.

There are some gaps in provincial returns, however. One provincial department of public welfare did not participate in the survey and another made returns only for administrative staff. One department of reform institutions with welfare positions also did not participate.

Table 1 shows 22 provincial departments (with welfare positions) comprising 95 reporting units; to these are added the 19 separate provincial units, making a total of 41 provincial employing organizations consisting of 114 reporting units.

Except in the column headed 'public welfare or joint health and welfare' in which all provinces have welfare positions, the blanks do not necessarily indicate gaps in the returns. Some reflect structural differences in the organization of services as, for example, Saskatchewan, where correctional care is included under the Department of Social Welfare and Rehabilitation; others merely indicate that there were no welfare positions in the departments indicated.

The provincial departments not reporting might involve perhaps 300 to 400 positions, not counting positions in institutions under their auspices. The proportion of trained social workers in their employ would probably be smaller than in the rest of the public field on the date of the count.

STRUCTURE OF EMPLOYING ORGANIZATIONS

This section returns to the distribution of employing organizations and reporting units referred to earlier in this chapter. Before turning to the summary in Table 2, a few words of explanation may be helpful.

Table 1. FEDERAL AND PROVINCIAL EMPLOYING ORGANIZATIONS SHOWING DEPARTMENTAL AND SEPARATE REPORTING UNITS (AGENCIES AND INSTITUTIONS)

	Federal and Provincial Departments														Separate Reporting Units ^{b/}
	Total Employing Organizations and Reporting Units		Federal and Provincial Departments												
			Total		Public Welfare or Joint Health and Welfare		Health		Justice or Attorney General, etc.		Education ^{a/}		Other Departments		
Depts. & Separate Units	All Units	Depts.	Units	Depts.	Units	Depts.	Units	Depts.	Units	Depts.	Units	Depts.	Units	Depts.	Units
Organizations and Units TOTAL	45	173	26	154	10	66	6	29	4	14	4	4	2	41	19
Federal	4	59	4	59	1	11			1	7			2	41	
Provincial	41	114	22	95	9	55	6	29	3	7	4	4			19
Newfoundland	2	7	2	7	1	5	1	2							
P. E. I.	1	2	1	2	1	2									
Nova Scotia	3	11	2	10	1	8	1	2							1
New Brunswick	3	5	2	4	1	3									1
Quebec	3	3	2	2	1	1	1	1							10
Ontario	12	24	2	14			1	13							3
Manitoba	5	19	2	16	1	13			1	3					
Saskatchewan	3	18	3	18	1	11	1	6							1
Alberta	4	8	3	7	1	1	1	5	1	1					2
British Columbia	5	17	3	15	1	11			1	3	1	1			

^{a/} Recreation or community services.

^{b/} Including juvenile courts, 2 workmen's compensation boards and provincial schools of social work.

Voluntary. Of the total 774 welfare agencies and institutions which sent in returns from the voluntary field, 582 are classified as single employing organizations.^{1/} The remaining 192 are reporting units within ten employing agencies, that is, they are the head offices, regional offices or institutions of these ten employing organizations. In the voluntary field, therefore, the 774 reporting units represent 592 employing organizations.

Local. Similarly, of the total 132 welfare agencies and institutions under local government, 118 are single units, that is, they are themselves employing organizations, while 14 are reporting units within 5 local departments of welfare. The 132 reporting units, therefore, represent 123 local welfare departments.

Provincial and Federal. The distribution of provincial and federal departments and reporting units has already been discussed in connection with Table 1. It will be noted, further, that of the 22 provincial departments, 8 are single employing organizations and 14 consist of more than one reporting unit. These 8 single unit departments, together with the 19 separate reporting units, come to a total of 27 single employing organizations. The 14 departments having more than one reporting unit comprise, in all, 87 reporting units.

The federal distribution, as has been noted, is straightforward with 4 departments comprising 59 reporting units.

Table 2 presents a summary of these figures. Altogether there are 1079 reporting units representing 760 employing organizations. Of the latter, 727 are single unit organizations and 33 are made up of 352 reporting units.

^{1/} In survey question 3 regarding 'parent organization', an endeavour was made to obtain accurate information on ties with sponsoring agencies which exercise some administrative control over agencies and institutions. This was successful for clearly defined branch offices and for institutions under government or agency auspices but other types of sponsorship proved either too tenuous or too varied to yield to a clear system of coding. Among the latter were a number of institutions under the auspices of religious orders or communities. With the exception of the Salvation Army units, therefore, these church organizations are classified under single unit organizations.

Table 2. EMPLOYING ORGANIZATIONS SHOWING REPORTING UNITS (AGENCIES AND INSTITUTIONS)

Type of Employer	Total Employing Organizations and Units		Employing Organizations with more than one Reporting Unit		Single Unit Organizations
	Organi- zations	Units	Organi- zations	Units	Units
TOTAL	760	1079	33	352	727
Voluntary	592	774	10	192	582
Public	170	305	22	157	148
Federal	4	59	4	59	-
Provincial	41	114	14	87	27
Local	123	132	5	14	118

Table 3 carries these data a step further, showing the distribution of reporting agencies and institutions within the 727 single employing organizations and within the 33 employing organizations with more than one reporting unit.

Table 3. REPORTING UNITS SHOWING AGENCIES AND INSTITUTIONS IN EMPLOYING ORGANIZATIONS

Type of Employer	Total Reporting Units			Reporting Units of 33 Employing Organizations			Single Unit Organizations		
	Total	Agen- cies	Insti- tutions	Total	Agen- cies	Insti- tutions	Total	Agen- cies	Insti- tutions
TOTAL	1079	755	324	352	256	96	727	499	228
Voluntary	774	507	267	192	121	71	582	386	196 ^{a/}
Public	305	248	57	160	135	25	145	113	32
Federal	59	59	-	59	59	-	-	-	-
Provincial	114	95	19	87	69	18	27	26	1
Local	132	94	38	14	7	7	118	87	31

a/ Including institutions attached to religious orders or communities except those of Salvation Army.

PROVINCIAL DISTRIBUTION OF REPORTING UNITS

In concluding this discussion of coverage, it may be helpful to show the distribution of the reporting agencies and institutions, together with the total welfare establishment reported, according to the province in

which they are located. This is done in Table 4. All subsequent tables show national figures only.

Table 4. REPORTING AGENCIES AND INSTITUTIONS WITH TOTAL WELFARE POSITIONS (FILLED AND VACANT) BY PROVINCIAL LOCATION, OCTOBER 1, 1951.

Province	Total Reporting Units		Reporting Agencies		Reporting Institutions	
	Organi- zations	Positions	Agencies	Positions	Insti- tutions	Positions
TOTAL	1079	4909	755	4221	324	688
Newfoundland	20	114	12	99	8	15
P.E.I.	9	24	8	22	1	2
Nova Scotia	75	210	50	161	25	49
New Brunswick	45	113	35	94	10	19
Quebec	244	1255	145	1027	99	228
Ontario	390	1792	301	1591	89	201
Manitoba	76	293	51	244	25	49
Saskatchewan	56	272	38	238	18	34
Alberta	67	208	43	161	24	47
British Columbia	97	628	72	584	25	44

SIZE OF STAFF

Information on size of staff is available in terms of total welfare positions only; as noted earlier, no data are available on the numbers of other professional positions involving, for example, medicine, psychology or nursing, or for clerical positions.

The size of welfare staff is shown in Table 5 for the single unit employing organizations, the 33 employing organizations comprising member units and their 352 separate reporting units. Looking first at the 33 composite employing organizations in the middle column, it will be noted that there are 6 with 100 or more welfare positions and 11, that is, one-third with 40 or more. The size of welfare staff of these 33 organizations combined with that of the 727 single unit organizations indicates the size of staff of the 760 employing organizations which participated in the Survey; inspection indicates a notable preponderance of small staffs.

Table 5. SIZE OF WELFARE STAFF OF EMPLOYING ORGANIZATIONS
AND REPORTING UNITS (AGENCIES AND INSTITUTIONS)

Welfare Positions	Single Unit Employing Organizations	Employing Organizations with more than One Reporting Unit	
		Organization	Reporting Unit
TOTAL	727	33	352
0 ^{a/}	5 ^{b/}	-	2 ^{c/}
1	272	-	125
2	157	-	85
3 - 4	131	3	63
5 - 9	100	6	39
10 - 19	40	10	20
20 - 29	8	2	9
30 - 39	6	1	5
40 - 49	3	1	-
50 - 99	2	4	4
100 - 150	3	2	-
150 - 200	-	2	-
200 and over	-	2	-

a/ Positions being established; these are not included in the figures for total establishment.

b/ 37 per cent of the 727 single unit organizations.

c/ 36 per cent of these 352 units; almost three-quarters of these are in voluntary organizations.

The pattern of the single unit organizations is paralleled in the 352 reporting units of the composite organizations. More than one-third of both types have only one welfare position.

The following figures show the close similarity of distribution in the two types of reporting units:-

Welfare Positions	Reporting Units	
	Single Organizations	Member Units
	no. p.c.	no. p.c.
TOTAL	727 100 ^{1/}	352 100
0 - 9	665 92	314 89
10 - 19	40 6	20 6
20 and over	22 3	18 5

Table 6 provides a further breakdown of reporting units into agencies and institutions with the number of welfare positions in each group. It will be noted that almost one-third of the reporting agencies have only one welfare position while almost one-half of the institutions have only one.

^{1/} Percentages may not add exactly because of rounding.

Table 6. SIZE OF STAFF OF REPORTING AGENCIES AND INSTITUTIONS

Welfare Positions	Total Agencies and Institutions	Reporting Agencies	Reporting Institutions
TOTAL	1079	755	324
0 ^{a/}	7	6 ^{b/}	1
1	397	239 ^{b/}	158 ^{c/}
2	242	154	88
3 - 4	194	144	50
5 - 9	139	114	25
10 - 19	60	58	2
20 - 29	17	17	-
30 - 39	11	11	-
40 - 49	3	3	-
50 - 100	6	6	-
100 +	3	3	-

a/ Positions being established; these are not included in the figures for total establishment.

b/ 31.6 per cent of all reporting agencies.

c/ 48.7 per cent of all reporting institutions.

Some three-quarters of the welfare positions in reporting institutions are in institutions with under 3 welfare positions on the staff. Only two reporting institutions have 10 welfare positions or more and both are in the ten to nineteen-position category.

Reporting Agencies. Table 7 shows the size of staff of the 755 reporting agencies under public and voluntary auspices, dividing them into single unit agencies and agencies which are members of the large employing organizations.

The number of single unit reporting agencies in the voluntary field with under 3 welfare positions is 73 per cent compared with 27 per cent in the public field. The proportion of the voluntary field in three to four-person agencies is even higher, over 80 per cent compared with 18 per cent of public agencies. These figures account for the comparatively large proportion of administrative positions in voluntary agencies which will be noted in later chapters.

Table 7. SIZE OF STAFF OF REPORTING AGENCIES BY TYPE OF EMPLOYER

Welfare Positions	Total		Voluntary		Public						Local ^{a/}	
	no.	p.o.	no.	p.o.	Total		Federal		Provincial			
					no.	p.o.	no.	p.o.	no.	p.o.		
Reporting agencies	755	100.0	507	67.2	248	32.8	59	7.8	95	12.6	94	12.4
0 - 2	399	100.0	276	69.2	123	30.8	18	4.5	43	10.8	62	15.5
3 - 4	144	100.0	101	70.1	43	29.9	15	10.4	11	7.6	17	11.8
5 - 19	172	100.0	113	65.7	59	34.3	20	11.6	28	16.3	11	6.4
20 - 49	31	b/	15		16		6		9		1	
50 or more	0	b/	2		7				4		3	
Single unit agencies	499	100.0	386	77.4	113	22.6	-	-	26	5.2	87	17.4
Total												
0 - 2	253	100.0	184	72.7	69	27.3	-	-	10	4.0	59	23.3
3 - 4	104	100.0	85	81.7	19	18.3	-	-	3	2.9	16	15.4
5 - 19	120	100.0	100	83.3	20	16.7	-	-	11	9.2	9	7.5
20 - 49	17	b/	15		2		-		1		1	
50 or more	5	b/	2		3		-		1		2	
Agencies of 33 employing organizations	256	100.0	121	47.3	135	52.7	59	23.0	69	27.0	7	2.7
Total												
0 - 2	146	100.0	92	63.0	54	37.0	18	12.3	33	22.6	3	2.0
3 - 4	40	b/	16		24		15		8		1	
5 - 19	52	b/	13		39		20		17		2	
20 - 49	14	b/	-		14		6		8		-	
50 or more	4	b/	-		4		-		3		1	

a/ Cities, towns, counties and rural municipalities.

b/ Total less than 100; note distribution.

Note: percentages may not always add exactly because of rounding.

II. REPORTING AGENCIES

Chapter 3. PRELIMINARY ANALYSIS

This chapter presents a view of the 755 reporting agencies according to their field of work, the auspices under which they operate, the distribution of welfare positions^{1/} within these agencies, the distribution of filled positions geographically, and rate of agency growth.

INTERPRETATION OF TERMS: AUSPICES AND FIELD OF WORK

In introducing the analysis of the Survey material, some comment about classification is necessary. Tables 8 and 9^{2/} show two main categories which appear throughout the Report: 'type of employer' and 'major agency field of work'.

The category 'type of employer' presents no difficulty. As noted in the tables in Chapter 2, it refers to the type of employing agency under which the service is operated: voluntary, that is, non-governmental, and public. The latter is further classified into federal, provincial and local, with local referring to cities, towns, counties and rural municipalities.

The classification 'major agency field of work' is more complex since it involves some unavoidable overlapping of categories. These are as follows: multiple service, financial aid, family welfare, child welfare, which includes court services for children, social work with adult offenders, social work in hospitals and clinics, social work with the physically handicapped (outside hospitals and clinics), group work and recreation, chests and councils, social work teaching, and a miscellaneous group classified as 'other'.

Since some agencies are responsible for more than one area of service, an attempt was made to ascertain the major fields in order of importance.^{3/} This did not prove feasible and it was found necessary to classify each agency according to one major service.^{4/} In agencies with two major

^{1/} The total establishment, i.e., including vacancies as well as filled positions.

^{2/} Beginning with this chapter, relevant tables are grouped at the end of each chapter.

^{3/} Number 6 of the questionnaire.

^{4/} There was a tendency to list major and lesser services without discriminating between them, often in the order in which they appeared on the code sheet; considerable investigation was sometimes necessary to determine major field of work.

services, the broader category was chosen as, for example, family welfare in agencies providing a dual family and child welfare service.

The one exception to this practice is represented in 'multiple service', a category devised to classify those agencies, particularly public departments, which are unquestionably responsible for several broad fields of work. This category, consequently, cuts across several others, notably financial aid, family and child welfare and services to the physically handicapped.

Positions are classified according to the field of work of the agency reporting them. This is done because the only field of work category in which there is any appreciable differentiation between agency and position fields of work is multiple service. Within this group some of the positions involve a single field of work such as child welfare or services to the physically handicapped but the majority involve several.^{1/} For technical reasons, 30 public positions in multiple service agencies are classified under social work in hospitals and clinics and appear throughout the Report among the positions in that category.

HIGHLIGHTS OF AGENCY AND POSITION DISTRIBUTION

Tables 8 and 9 present the distribution of agencies and positions according to type of employer and major field of work. As indicated in Table 8, 67 per cent of the 755 reporting agencies are voluntary and 33 per cent^{2/} public, while 55 per cent of the 4221 positions comprising the total reported establishment are voluntary and 45 per cent public, with the majority of the latter in provincial and local departments. Provincial returns account for one-fifth of the total establishment in reporting agencies.^{3/}

It will be found on examination of Table 9 that, with the exception of group work and recreation, chests and councils, and social work teaching, the fields of work represent chiefly individualized services. If the positions in these fields are deducted from the total, there remain 3327 positions

^{1/} The distribution of positions within multiple service agencies is discussed more fully in the following chapter.

^{2/} The percentages in the text are rounded to the nearest whole number.

^{3/} This is low for the total universe under study; see provincial returns, Chapter 2.

or almost four-fifths of the total establishment in reporting agencies which are responsible for providing services to individuals and families.

In terms of positions, the three largest fields of work in reporting agencies are multiple service with almost one-quarter of all welfare positions, child welfare with one-fifth and group work and recreation with about 18 per cent.

As shown in Tables 10 and 11, the majority of agencies and positions classified under multiple service, financial aid and social work in hospitals and clinics are in public departments. On the other hand, all but 93 of the 881 positions classified under child welfare are in voluntary agencies. These, however, do not represent all the child welfare positions. Some are hidden in multiple service agencies and others comprise a secondary field of work in a few of the agencies in which family service or financial aid is the primary function. The child welfare category, it should also be noted, includes court services for children, with 15 reporting agencies and 45 welfare positions. Again, these 45 do not represent all the positions which involve this type of work. The returns show that officers of other agencies, particularly children's aid societies, may also be acting as probation officers for juvenile courts. In these cases only the primary position was included in the Survey as a full-time position.

Family welfare would appear to be almost entirely a voluntary agency service; however, some family welfare is hidden in multiple service. In fact, the traditional services to families and children are covered within the first four categories of agency fields of work, that is, in multiple service, financial aid, family welfare and child welfare.^{1/}

The percentages in Table 12 highlight the areas in which services are clustered within each type of employing agency. The highest concentration of positions in federal and provincial agencies is in multiple service; this category constitutes almost 70 per cent of the total positions in each. Just under 60 per cent of the local government services are in financial aid. Child welfare positions are about one-third of the 2305 positions in voluntary agencies and group work and recreation more than one-quarter.

^{1/} Of the total multiple service positions, only about 5 per cent are specifically outside the areas of work mentioned here; these are positions classified under physically handicapped.

Table 13 shows the percentage distribution of positions in public and voluntary agencies within each field of work. In family welfare, child welfare, social work with the physically handicapped, and group work and recreation, the great majority of positions are in voluntary agencies. In multiple service and financial aid close to 100 per cent are in public departments. Over half of the positions in social work in hospitals and clinics and social work with adult offenders are in public agencies. Almost three-fifths of the faculty of schools of social work are in schools under provincial auspices.

AREA SERVED

Tables 14 and 15 give some indication of the distribution of reporting agencies and positions according to the size of the place of location and the area served. Some 46 per cent of the reporting agencies comprising 66 per cent of the total welfare positions are located in cities of 100,000 population and over. If the figures in the next two population categories are added to these, it is apparent that about 70 per cent of the reporting agencies with approximately 86 per cent of the total welfare positions are located in cities with a population of 30,000 and over. The sparse coverage of small centres and rural areas which these figures seem to indicate is modified by the fact that the place of location does not always indicate the area served. As shown in Table 15, 353 reporting agencies, that is, less than half of the total, serve only cities or towns, some with suburban areas. The first four categories of area served (nation wide, two or more provinces, province wide and regional) cover small centres and rural as well as urban areas. In these categories, there are a total of 289 reporting agencies with 1739 welfare positions.

Additional light is thrown on the area served by the information in Tables 16 and 17 which give the distribution of filled welfare positions^{1/} according to whether the duties of employed staff are carried out chiefly in rural or non-rural areas. The total 629 positions in this category constitute only a small proportion (about 16 per cent) of the total 3986 filled positions. It should be stressed, however, that these positions are only

^{1/} This information is not available for total establishment.

those in which the duties are chiefly in rural areas. Others may involve some rural service. Many administrative positions in head offices, for example, may cover both rural and non-rural services, thus leaving a proportion of rural service hidden in the non-rural category. This would apply to administrative positions in provincial programs and particularly to the social security programs of the federal government.

Of the positions listed as chiefly rural, 375, or practically three-fifths, are in the public field and of these, 363 are in reporting agencies of provincial governments. It would appear, then, that the provincial governments have the single most important role in providing welfare services^{1/} in rural areas through their coverage of unorganized areas in which voluntary agencies are few or do not exist at all.^{2/}

Table 17 again highlights the importance of provincial services in the rural areas since more than half the positions serving these areas are in multiple service agencies. These, it will also be recalled, include a variety of services, child and family welfare among others. The next largest fields of work in rural areas are child welfare with 173 positions and social work with the physically handicapped with 58, the latter largely services to the blind. The figure of 37 for group work and recreation is not indicative of recreation service generally since only a few of the small community recreation departments are covered in the Survey.

RATE OF GROWTH

The rate of growth of welfare agencies in terms of the establishment within them of new welfare positions is shown in Tables 18 and 19. These tables contain growth data for the period from the beginning of 1949 to October 1, 1951. In addition to giving total growth figures, the tables provide an annual breakdown by auspices or type of employer, and by agency field of work.

The Relative Growth of Voluntary and Public Agencies

It will be noted in Table 18 that of the 892 new positions established in the period, 530 were in agencies under voluntary auspices while

^{1/} Other than the broad federal social security programs.

^{2/} In the Atlantic provinces and the 4 Western provinces, the majority of reported positions serving rural areas are provincial; in Quebec, the majority are in voluntary agencies; there are no provincial data on Ontario but it should be noted that the children's aid societies in this province cover rural areas and are classified as voluntary.

362 were in public agencies. The relative rates of growth of voluntary and public agencies over the total Survey period appear as follows:

	Total Welfare Positions January 1949 (approx.)	Positions Established Jan. 1949 - Oct. 1951	Percentage Increase Jan. 1949 - Oct. 1951
Total	3329	892	27
Voluntary	1775	530	30
Public	1554	362	23

It will be observed that positions in voluntary agencies were more numerous at the beginning of the Survey period and that their percentage rate of increase during the period was also higher than that of positions in public agencies. Especially marked was the growth of voluntary agencies during the nine months covered in 1951 when, as shown in Table 18, it exceeded the growth achieved in each of the two preceding years. In contrast, the rate of growth of public agencies in 1951 was lower than in the previous years.

Growth of Public Agencies

The relative rates of growth within the various types of public agencies are shown as follows:

	Welfare Positions Jan. 1949 (approx.)	Positions Established Jan. 1949 - Oct. 1951	Percentage Increase Jan. 1949 - Oct. 1951
Federal	416	46	11
Provincial	645	236	37
Local	493	80	16

Growth was more pronounced in provincial welfare services where 236^{1/} of the 362 new public positions were established and where a 37 per cent increase occurred during the Survey period compared with a 16 per cent increase in local welfare positions and an 11 per cent increase in federal welfare positions. Some 75 of the provincial positions were in the province of Newfoundland where welfare developments following union with Canada were particularly rapid.

^{1/} The provincial figure is none-the-less low; see Chapter 1 concerning gaps in provincial data.

Growth Within the Agency Fields of Work

Agency growth by agency field of work for 1949, 1950 and the nine months of 1951 to October 1 is presented in Table 19 and the percentage increase in each field over the entire period is given in the following statement:

Field of Work	Welfare Positions Jan. 1949 (approx.)	Positions Established Jan. 1949 - Oct. 1951	Percentage Increase Jan. 1949 - Oct. 1951
Total	3329	892	27
Multiple service	848	165	19
Financial aid	368	36	10
Family welfare	334	56	17
Child welfare	679	202	30
Social work with adult offenders	16	74	462
Social work in hospi- tals and clinics	196	125	64
Social work with physi- cally handicapped	129	59	46
Group work and recreation	617	121	20
Chests and councils	61	21	34
Social work teaching	51	23	45
Other	30	10	33

Fields of work in which the largest number of new positions were established were child welfare with 202, multiple service with 165, social work in hospitals and clinics with 125 and group work and recreation with 121.

It will be observed that the fields in which the rates of growth were most rapid are ranked somewhat differently. The most rapid rate was in the relatively small field of social work with adult offenders where welfare positions grew more than fourfold during the Survey period. Social work in hospitals and clinics, which ranked third in the number of new positions established, had the second highest growth rate. Social work with the physically handicapped ranked third in growth rate, social work teaching fourth; the field of community chest and council work ranked fifth. Lower growth rates

were characteristic of the fields which were well established in 1949 even when growth thereafter was substantial. This was the case with the fields of child welfare, multiple service and group work and recreation. Fields which had quite a large number of positions in 1949 but whose growth was slower than others up to the Survey date were family welfare with about 334 positions in 1949, to which 56 new positions were added, and financial aid with about 368 new positions in 1949, to which only 36 were added by the Survey date.

It has been noted that considerable differences exist in the rates of growth as between the various agency fields of work and as between agencies under various auspices. Additional differences are observable in the growth within these groupings during the three periods shown on Tables 18 and 19. A question of some importance is whether, these differences notwithstanding, a definite growth trend can be discerned over the whole range of welfare positions covered by the reporting agencies. The answer appears to be affirmative. A total of 306 positions were established in 1949, 317 in 1950 and 269 in the nine months of 1951 to October 1. If the rate of growth during 1951 is computed on an annual basis and if this rate is associated with the rates of the two previous years, there emerges a growth record of notable stability.

Year	Positions at First of Year (approx.)	New Positions Established	Annual Rate of Growth
1949	3329	306	9.2
1950	3635	317	8.7
1951	3952	269 (Jan.Oct.) 359 ^{1/}	9.1 ^{1/}

It may be observed that a growth rate of 9 per cent was characteristic of the period covered. While the 9 per cent rate has to be used with caution in projecting the growth of welfare positions beyond the Survey date, it offers, in conjunction with other data discussed in the final chapter, a basis for estimating requirements for all welfare staff and for graduate social workers.

^{1/} Computed on annual basis.

Table 8. REPORTING AGENCIES AND TOTAL WELFARE POSITIONS
(FILLED AND VACANT) BY TYPE OF EMPLOYER, OCTOBER 1, 1951.

(Reporting Agencies only)

Type of Employer	Reporting Agencies		Welfare Positions	
	no.	p.c.	no.	p.c.
TOTAL	755	100.0	4221	100.0
Voluntary	507	67.2	2305	54.6
Public	248	32.8	1916	45.4
Federal	59	7.8	462	11.0
Provincial	95	12.6	881	20.9
Local ^{a/}	94	12.4	573	13.6

^{a/} Cities, towns, counties and rural municipalities.

Note: percentages may not always add exactly because of rounding.

Table 9. REPORTING AGENCIES AND TOTAL WELFARE POSITIONS
(FILLED AND VACANT) BY MAJOR AGENCY FIELD OF WORK, OCTOBER 1, 1951.

(Reporting Agencies only)

Agency Field of Work	Reporting Agencies		Welfare Positions	
	no.	p.c.	no.	p.c.
TOTAL	755	100.0	4221	100.0
Multiple service	52	6.9	1013	24.0
Financial aid	60	8.0	404	9.6
Family welfare	78	10.3	390	9.2
Child welfare ^{a/}	138	18.3	881	20.9
Social work with adult offenders	26	3.4	90	2.1
Social work in hospitals and clinics	89	11.8	321	7.6
Social work with physically handicapped	81	10.7	188	4.4
Group work and recreation	179	23.7	738	17.5
Chests and councils	28	3.7	82	1.9
Social work teaching ^{b/}	8	1.1	74	1.8
Other	16	2.1	40	^{c/}

^{a/} Including court services for children.

^{b/} In schools of social work only.

^{c/} Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 10. REPORTING AGENCIES BY TYPE OF EMPLOYER
AND MAJOR AGENCY FIELD OF WORK, OCTOBER 1, 1951.

(Reporting Agencies only)

Agency Field of Work	Total Reporting Agencies	Voluntary	Public			
			Total	Federal	Provincial	Local ^{a/}
Reporting agencies TOTAL	756	507	248	59	95	94
Multiple service	52	2	50	20	28	2
Financial aid	60	5	55	11	1	43
Family welfare	78	76	2	-	1	1
Child welfare ^{b/}	138	109	29	-	14	15
Social work with adult offenders	26	11	15	7	8	-
Social work in hosp- itals and clinics	89	36	53	16	33	4
Social work with phy- sically handicapped	81	78	3	-	3	-
Group work and recreation	179	147	32	-	4	28
Chests and councils	28	28	-	-	-	-
Social work teaching ^{c/}	8	5	3	-	3	-
Other	16	10	6	5	-	1

^{a/} Cities, towns, counties and rural municipalities.

^{b/} Including court services for children.

^{c/} In school of social work only.

Table 11. TOTAL WELFARE POSITIONS (FILLED AND VACANT) BY
TYPE OF EMPLOYER AND MAJOR AGENCY FIELD OF WORK, OCTOBER 1, 1951.

(Reporting Agencies only)

Agency Field of Work	Total Welfare Positions	Voluntary	Public			
			Total	Federal	Provincial	Local ^a
Welfare positions TOTAL	4221	2305	1916	462	881	573
Multiple service	1013	8	1005	313	591	101
Financial aid	404	9	395	64	1	330
Family welfare	390	382	8	-	6	2
Child welfare ^{b/}	881	788	93	-	57	36
Social work with adult offenders	90	39	51	18	33	-
Social work in hosp- itals and clinics	321	145	176	55	115	6
Social work with phy- sically handicapped	188	173	15	-	15	-
Group work and recreation	738	622	116	-	20	96
Chests and councils	82	82	-	-	-	-
Social work teaching ^{c/}	74	31	43	-	43	-
Other	40	26	14	12	-	2

^{a/} Cities, towns, counties and rural municipalities.

^{b/} Including court services for children.

^{c/} In school of social work only.

Table 12. PERCENTAGE DISTRIBUTION OF TOTAL WELFARE POSITIONS
(FILLED AND VACANT) BY TYPE OF EMPLOYER AND MAJOR AGENCY FIELD OF WORK,
OCTOBER 1, 1951. PERCENTAGES BASED ON TYPE OF EMPLOYER TOTALS.

(Reporting Agencies only)

Agency Field of Work	Total Welfare Positions	Voluntary	Public			
			Total	Federal	Provincial	Local ^{a/}
Welfare positions TOTAL	100.0	100.0	100.0	100.0	100.0	100.0
Multiple service	24.0	b/	52.4	67.8	67.1	17.6
Financial aid	9.6	b/	20.6	13.8	b/	57.6
Family welfare	9.2	16.6	b/	-	b/	b/
Child welfare ^{c/}	20.9	34.2	4.8	-	6.5	6.3
Social work with adult offenders	2.1	1.7	2.7	3.9	3.8	-
Social work in hosp- itals and clinics	7.6	6.3	9.2	11.9	13.0	1.0
Social work with phy- sically handicapped	4.4	7.5	b/	-	1.7	-
Group work and recreation	17.5	27.0	6.0	-	2.3	16.8
Chests and councils	1.9	3.6	-	-	-	-
Social work teaching ^{d/}	1.8	1.3	2.2	-	4.9	-
Other	b/	1.1	b/	2.6	-	b/

^{a/} Cities, towns, counties and rural municipalities.

^{b/} Less than one per cent.

^{c/} Including court services for children.

^{d/} In school of social work only.

Note: percentages may not always add exactly because of rounding.

Table 13. PERCENTAGE DISTRIBUTION OF TOTAL WELFARE POSITIONS
(FILLED AND VACANT) BY TYPE OF EMPLOYER AND MAJOR AGENCY FIELD OF WORK,
OCTOBER 1, 1951. PERCENTAGES BASED ON FIELD OF WORK TOTALS.

(Reporting Agencies only)

Agency Field of Work	Total Welfare Positions	Voluntary	Public			
			Total	Federal	Provincial	Local ^{a/}
Welfare positions TOTAL	100.0	54.6	45.4	11.0	20.9	13.6
Multiple service	100.0	b/	99.2	30.9	58.3	10.0
Financial aid	100.0	2.2	97.8	15.8	b/	81.7
Family welfare	100.0	98.0	2.0	-	1.5	b/
Child welfare ^{c/}	100.0	89.4	10.6	-	6.5	4.1
Social work with adult offenders	100.0 ^{d/}	43.3	56.7	20.0	36.7	-
Social work in hosp- itals and clinics	100.0	45.2	54.8	17.1	35.8	1.9
Social work with phy- sically handicapped	100.0	92.0	8.0	-	8.0	-
Group work and recreation	100.0	84.3	15.7	-	2.7	13.0
Chests and councils	100.0 ^{d/}	100.0	-	-	-	-
Social work teaching ^{e/}	100.0 ^{d/}	41.9	58.1	-	58.1	-
Other	d/					

a/ Cities, towns, counties and rural municipalities.

b/ Less than one per cent.

c/ Including court services for children.

d/ Total positions less than 100; for numerical distribution, see Table 11.

e/ In school of social work only.

Note: percentages may not always add exactly because of rounding.

Table 14. REPORTING AGENCIES AND TOTAL WELFARE POSITIONS
(FILLED AND VACANT) BY POPULATION OF PLACE OF AGENCY, OCTOBER 1, 1951.

(Reporting Agencies only)

Population of Place of Agency ^{a/}	Reporting Agencies		Welfare Positions	
	no.	p.c.	no.	p.c.
TOTAL	755	100.0	4221	100.0
100,000 and over	345	45.7	2769	65.6
50,000 - 99,999	90	11.9	469	11.1
30,000 - 49,999	92	12.2	400	9.5
10,000 - 29,999	130	17.2	305	7.2
5,000 - 9,999	35	4.6	117	2.8
Less than 5,000	31	4.1	69	1.6
Not incorporated	32	4.2	92	2.2

^{a/} Classification according to Canada Census, 1951.

Note: percentages may not always add exactly because of rounding.

Table 15. REPORTING AGENCIES AND TOTAL WELFARE POSITIONS
(FILLED AND VACANT) BY AREA SERVED, OCTOBER 1, 1951.

(Reporting Agencies only)

Area Served	Reporting Agencies		Welfare Positions	
	no.	p.c.	no.	p.c.
TOTAL	755	100.0	4221	100.0
Nation wide	21	2.8	177	4.2
Two or more provinces	20	2.6	81	1.9
Province wide	113	15.0	728	17.2
Regional	135 ^{a/}	17.9	753	17.8
One or two counties or rural municipalities	84	11.1	361	8.6
City or town	353 ^{b/}	46.8	2024	48.0
Other areas ^{c/}	29	3.8	97	2.3

^{a/} Of these 12 cross provincial boundaries; the remainder serve regions within single provinces.

^{b/} 198 of these include suburban areas; 155 serve a city or town only.

^{c/} e.g., townships, parishes, dioceses, archdioceses.

Note: percentages may not always add exactly because of rounding.

Table 16. FILLED WELFARE POSITIONS IN RURAL^{a/} AND
NON-RURAL AREAS BY TYPE OF EMPLOYER, OCTOBER 1, 1951.

(Reporting Agencies only)

Type of Employer	Total Filled Positions	Rural	Non-Rural	Not Given
Filled positions TOTAL	3986	629	3231	126
Voluntary	2179	254	1864	61
Public	1807	375	1367	65
Federal	414	8	402	4
Provincial	844	363	458	23
Local ^{b/}	549	4	507	38

^{a/} Questionnaire, # 12: "Are duties of position carried out chiefly in rural areas?"

^{b/} Cities, towns, counties and rural municipalities.

Table 17. FILLED WELFARE POSITIONS IN RURAL^{a/} AND
NON-RURAL AREAS BY MAJOR AGENCY FIELD OF WORK, OCTOBER 1, 1951.

(Reporting Agencies only)

Agency Field of Work	Total Filled Positions	Rural	Non-Rural	Not Given
Filled positions TOTAL	3986	629	3231	126
Multiple service	975	335	619	21
Financial aid	386	4	347	35
Family welfare	363	4	333	26
Child welfare ^{b/}	840	173	652	15
Social work with adult offenders	81	4	77	-
Social work in hospitals and clinics	265	14	247	4
Social work with physically handicapped	185	58	126	1
Group work and recreation	700	37	641	22
Chests and councils	77	-	77	-
Social work teaching ^{c/}	74	-	72	2
Other	40	-	40	-

^{a/} Questionnaire, # 12: "Are duties of position carried out chiefly in rural areas?"

^{b/} Including court services for children.

^{c/} In school of social work only.

Table 18. POSITIONS ESTABLISHED FOR THE FIRST TIME
IN 1949, 1950 AND 1951^{a/} BY TYPE OF EMPLOYER, OCTOBER 1, 1951.

(Reporting Agencies only)

Type of Employer	Positions Established 1949-1951							
	Total		1949		1950		1951 ^{a/}	
	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.
TOTAL	892	100.0	306	100.0	317	100.0	269	100.0
Voluntary	530	59.4	175	57.2	170	53.6	185	68.8
Public	362	40.6	131	42.8	147	46.4	84	31.2
Federal	46	5.2	38	12.4	6	1.9	2	b/
Provincial	236	26.5	72	23.5	111	35.0	53	19.7
Local ^{c/}	80	9.0	21	6.9	30	9.5	29	10.8

a/ Established prior to October 1, 1951.

b/ Less than one per cent.

c/ Cities, towns, counties and rural municipalities.

Note: percentages may not always add exactly because of rounding.

Table 19. POSITIONS ESTABLISHED FOR THE FIRST TIME
IN 1949, 1950 AND 1951^{a/} BY MAJOR AGENCY FIELD OF WORK, OCTOBER 1, 1951.

(Reporting Agencies only)

Agency Field of Work	Positions Established 1949-1951							
	Total		1949		1950		1951 ^{a/}	
	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.
TOTAL	892	100.0	306	100.0	317	100.0	269	100.0
Multiple service	165	18.5	40	13.1	87	27.4	38	14.1
Financial aid	36	4.0	13	4.2	12	3.8	11	4.1
Family welfare	56	6.3	18	5.9	15	4.7	23	8.6
Child welfare ^{b/}	202	22.6	70	22.9	53	16.7	79	29.4
Social work with adult offenders	74	8.3	33	10.8	17	5.4	24	8.9
Social work in hosp- itals and clinics	125	14.0	60	19.6	44	13.9	21	7.8
Social work with phy- sically handicapped	59	6.6	19	6.2	18	5.7	22	8.2
Group work and recreation	121	13.6	41	13.4	46	14.5	34	12.6
Chests and councils	21	2.4	5	1.6	8	2.5	8	3.0
Social work teaching ^{c/}	23	2.6	5	1.6	10	3.2	8	3.0
Other	10	1.1	2	d/	7	2.2	1	d/

a/ Established prior to October 1, 1951.

b/ Including court services for children.

c/ In school of social work only.

d/ Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Chapter 4. DISTRIBUTION AND COMPOSITION OF WELFARE STAFF

This chapter discusses the 3986 filled positions only, combining data about the positions, as such, with general information about the staff holding the positions on the date of the count. Again, a few observations about classification are a helpful preliminary to examination of the tables.

CLASSIFICATION

Agency Field of Work

It was indicated in the previous chapter that positions are classified according to the field of work of the agency reporting them. Only the field of multiple service shows extensive variations within itself. This is shown in the distribution of the 975 filled positions in this category according to position field of work which is as follows: 432 or almost one-half fall within the category of multiple service, that is, they involve several areas of work; 302 fall within financial aid, 116 family welfare, 61 child welfare, 45 social work with the physically handicapped, 6 social work with adult offenders and 13 in 'other'.

Type of Position

All types and levels of administrative staff are classified in the one administrative category. This is done because the variation in the structure of the reporting agencies resulted in inconsistencies in the returns for the three sub-categories set out in the questionnaire.^{1/} These finer divisions were therefore not used in this Report. One of the chief difficulties lay in the distinction between 'a reporting agency which is not under another organization' and one 'which is under another organization'. For the record, however, some 46 per cent of all administrative positions were classified as chief executive officers in the first type of agency. With regard to administrative positions in single unit agencies, that is, in agencies with only one welfare position,^{2/} the executive head is often responsible for direct services as well as for the administrative functions attached to his post. In the 2 or

^{1/} "Chief executive officer of a reporting agency which is not under another organization; assistant(s) to chief executive officer; director(s) of divisions at headquarters office; all other administrative officers including the executive head of a reporting agency which is under another organization." See Appendix 2, Code Sheet for Questions 6, 10, 11, and 26 (Green Code Sheet).

^{2/} Discussed in Chapter 2.

3-position agencies, the supervisory function is added to the other responsibilities of the agency head. In agencies which are members of larger organizations, some of the administrative functions of one-position agencies fall to non-welfare positions or to other divisions of the organization.^{1/} This point is particularly applicable to the public field and to some of the larger units there, as well.

Reference should also be made to the inclusion in the administrative category of positions involving 'services to agencies', that is, the majority of the positions in chests and councils.^{2/} These positions, presumably because of the executive nature of the work, were in many cases reported as administrative and, since they were few in number, were classified in this way with the exception of those involving primarily public relations which are included under 'other'.

The first three types of supervisory positions as noted in the questionnaire are combined into one.^{3/} Less than one-fifth of the 395 supervisory positions involve duties of 'supervisors of supervisors' or 'staff consultants', and the majority involve supervision of staff who give direct services to individuals and families.

Two kinds of direct service positions are shown: those with duties requiring service to individuals and families, such as, adoption work, investigation, or probation work; and those with duties primarily to groups, such as, recreation positions or positions involving the supervision of voluntary group leaders.

Research and teaching are combined because both groups are small and have certain characteristics in common. Teaching positions refer only to full-time teaching positions at a school of social work. They do not include certain executive posts in the schools which are classified under 'administrative'.

^{1/} An example of this is the head of a social service department of a hospital. These positions were to have been classified as head of an agency under another organization. In the returns, however, they were generally put under direct service or, in some cases, supervisory, and were so classified in this Report.

^{2/} See Appendix 2, Code Sheet for Questions 6, 10, 11 and 26 (Green Code Sheet).

^{3/} "Supervisors of supervisors and staff consultants; supervisors of staff who give direct services to individuals and families; supervisors of paid staff who give direct services to groups." There were no returns under the fourth category "supervisors of staff who give direct services to agencies".

The category 'other' includes a variety of positions such as staff development officer, editor, reference assistant.

Finally, since a substantial number of positions combined more than one duty, other arbitrary decisions had to be made. In most cases of multiple duties, the major duty was selected. If it was not possible to determine the major duty, the senior duty was selected. Thus, a position reported to involve both administrative and supervisory duties was classified as administrative, and one involving both supervisory and direct service duties was treated as supervisory.^{1/}

DISTRIBUTION OF POSITIONS

Tables 20 and 21 present, for the 3986 filled positions, the information on auspices and field of work which Tables 8 and 9 give for filled positions together with vacancies. The percentage distribution of either category differs little from the distribution for the total establishment.

Table 22 introduces type of position. Of the 3986 positions, 905 or almost one-quarter are administrative, 395 or about one-tenth are supervisory, and 2580 or approximately 65 per cent are direct service. The last group consists predominantly of staff directly serving individuals, with only 385 giving direct service to groups.

It will be noted that the proportion of administrative staff in voluntary agencies is unduly high compared with public agencies, that is, 29 per cent compared with 16 per cent. This is in great part attributable to the substantially greater number of one-position agencies in the former, a factor which also operates to raise the proportion of administrative positions in local government to 22 per cent.

The proportion of supervisory positions, on the other hand, show scarcely any variation in the four levels of service. The proportion of direct service staff ranges from 60 per cent in the voluntary to 73 per cent in the provincial agencies. Of the 83 teaching and research positions, 21 are research; an additional 13 positions, not shown in the tables, involve some research duties.

^{1/} A somewhat different type of combined position appeared where an administrative officer held posts in two different organizations. In the 10 case of dual positions of this kind, only one of the positions in each pair was included; the position to be excluded was determined by weighing the evidence in the two questionnaires.

Types of position in the various fields of work are shown in Tables 23 and 24. These, again, indicate a sharp variation in the distribution of administrative staff but considerably less variation in the distribution of supervisory positions.

SEX AND AGE COMPOSITION OF WELFARE STAFF

Summaries of the sex and age composition of welfare staff are presented in Tables 25 and 26. The median age of all welfare staff, based upon the number of positions for which age was reported, is 38 years. The median age of men is almost 40 years and that of women is just over 36 years. The 3986 filled positions are almost equally divided among men and women, with 1952 or 49 per cent men, and 2015 or 51 per cent women (Table 25).^{1/}

An examination of the age distribution of total welfare staff shows that over one-quarter (27 per cent) were reported as under 30 years of age and that 22 per cent are 50 years or older. Some 262 staff members, that is 7 per cent, are 60 years of age or over and 107 are 65 years or over.

A comparison of the age composition of male staff with that of female staff shows that while 20 per cent of the men are under 30, one-third of the women are in this age group. On the other hand, 27 per cent of the men are 50 years or older as compared with 18 per cent of the women.

Table 26 shows the sex composition of each age group. The great majority of staff under 30 years of age are women; 74 per cent of those under 25 years are women and 56 per cent of those between 25 and 29 years. There are more men than women in the 30-39 age group and almost a balance between the two in the 40-49 group. In the older age groups, men predominate.

Sex and Age Distribution in Voluntary and Public Agencies. As shown in Tables 27 and 28, 65 per cent of the staff in agencies under voluntary auspices are women. In public agencies, the reverse is true: 67 per cent of the staff are men. There are more men than women at each of the three levels of government, the difference being most pronounced in federal agencies where men fill 82 per cent of the welfare positions.^{2/}

^{1/} Sex was not reported for 19 staff members.

^{2/} This is partly accounted for by the fact that the greater number of federal positions reported are in the Department of Veterans Affairs.

The greater number of women in voluntary agencies is reflected in the age distribution. Voluntary agencies, on the whole, have younger staff than public. For example, personnel under 30 years of age comprise almost one-third of the staff in the voluntary field as compared with one-fifth of the staff in public agencies, while those 50 years or older comprise 16 per cent of the voluntary and 30 per cent of the public. It will be noted that the majority of staff under 30 years of age in voluntary agencies are women who comprise 22 per cent of the total staff in these agencies. The predominance of older welfare staff in public agencies is most pronounced in federal agencies where 40 per cent of the staff are 50 years or older. Local government, however, has the highest proportion of staff over 60 years, namely, 14 per cent.

Sex and Age Distribution in Fields of Work. Although total filled positions are almost equally divided between men and women, Tables 29 and 30 show that welfare staff in most agency fields of work are characterized by a marked predominance of either men or women. Thus men comprise 73 per cent of financial aid staff and are the majority, also, in multiple service, in social work with adult offenders, and in group work and recreation positions. Women, on the other hand, form the majority of welfare personnel in family welfare, social work in hospitals and clinics, child welfare and social work teaching. Their predominance is most pronounced in family welfare and social work in hospitals and clinics where they comprise 88 per cent and 85 per cent of employed staff, respectively. In chests and councils, social work with the physically handicapped and the small group of miscellaneous agencies, there is an approximate balance in the numbers of men and women.

Variations in the age composition of staff in different fields of work also appear in Tables 29 and 30. Staff under 30 years of age are most numerous in social work in hospitals and clinics and child welfare, where they comprise 37 per cent of staff in each. In group work and recreation and in family welfare, they form 32 per cent and 29 per cent of the staff, respectively. With the exception of group work and recreation, younger staff in these fields are predominantly women. Staff 60 years or over are most numerous in financial aid and in multiple service where they comprise 15 per cent and

10 per cent of employed staff, respectively. These two fields of work which, it will be recalled, are predominantly public, account for 61 per cent of all staff 60 years or older and 71 per cent of all staff 65 years or over. The majority of older staff in these two fields of work are men.

Sex, Age and Type of Position. The sex and age composition of staff in each type of position is shown in Tables 31 and 32. Three-fifths of the administrative posts are held by men while for supervisory positions the situation is reversed, with 60 per cent of the supervisors women. Direct service staff, as a whole, is more evenly divided, with 54 per cent women. Men, however, form the majority of staff giving direct services to groups.

It will be noted that, on the whole, administrative and supervisory staff are older than direct service staff. For example, while only 8 per cent of the administrative and 17 per cent of the supervisory personnel are under 30 years of age, more than one-third (35 per cent) of the direct service staff are in this age group. On the other hand, over three-fifths of the administrators and one-half of the supervisors are 40 years of age or older as compared with 36 per cent of direct service personnel. There is a slightly lower proportion of personnel 60 years or over in supervisory than in administrative and direct service positions.

YEARS OF WELFARE EXPERIENCE

Data on the years of welfare experience of employed staff are presented in Tables 33 and 34. Some 68 per cent of all staff were reported as having less than ten years' experience and 42 per cent as having less than five. Staff newly entered the welfare field, that is those with less than one year's experience, number 252 and comprise 6 per cent of the filled positions. Length of welfare experience was not reported for 6 per cent of the filled positions.

An examination of welfare experience of staff in each type of position shows that a comparatively high proportion of direct service staff, almost 80 per cent, have less than ten years' experience and that over one-half have less than five years' experience. Forty-five per cent of administrative staff and 61 per cent of supervisory have less than ten years' experience. More

than one-quarter of supervisory staff have less than five years of welfare experience. Some 47 per cent of the women have 'less than five years' experience as compared with 37 per cent of the men.

The considerable proportion of staff, particularly those in direct service positions, with relatively few years of experience suggests that there has been considerable recruitment of new personnel in recent years. A comparison of the data on age of staff with those on years of welfare experience suggests, further, that agencies have recruited not only young staff at the beginning of their careers, but also, somewhat older staff with experience in other occupations.

Table 20. FILLED WELFARE POSITIONS BY
TYPE OF EMPLOYER, OCTOBER 1, 1951.

(Reporting Agencies only)

Type of Employer		Total Filled Positions	
		no.	p.c.
Filled positions	TOTAL	3986	100.0
Voluntary		2179	54.7
Public		1807	45.3
Federal		414	10.4
Provincial		844	21.2
Local ^{a/}		549	13.8

^{a/} Cities, towns, counties and rural municipalities.

Note: percentages may not always add exactly because of rounding.

Table 21. FILLED WELFARE POSITIONS BY
MAJOR AGENCY FIELD OF WORK, OCTOBER 1, 1951.

(Reporting Agencies only)

Agency Field of Work		Total Filled Positions	
		no.	p.c.
Filled positions	TOTAL	3986	100.0
Multiple service		975	24.5
Financial aid		386	9.7
Family welfare		363	9.1
Child welfare ^{a/}		840	21.1
Social work with adult offenders		81	2.0
Social work in hosp- itals and clinics		265	6.6
Social work with phy- sically handicapped		185	4.6
Group work and recreation		700	17.6
Chests and councils		77	1.9
Social work teaching ^{b/}		74	1.9
Other		40	1.0

^{a/} Including court services for children.

^{b/} In school of social work only.

Note: percentages may not always add exactly because of rounding.

Table 22. FILLED WELFARE POSITIONS BY TYPE OF POSITION AND TYPE OF EMPLOYER, OCTOBER 1, 1951.

(Reporting Agencies only)

Type of Position	Total Filled Positions		Voluntary		Public							
					Total		Federal		Provincial		Local ^{a/}	
	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.
Filled positions TOTAL	3986	100.0	2179	100.0	1807	100.0	414	100.0	844	100.0	549	100.0
Administrative	905	22.7	625	28.7	280	15.5	64	15.5	95	11.3	121	22.0
Supervisory	395	9.9	209	9.6	186	10.3	42	10.1	89	10.6	55	10.0
Direct service	2580	64.7	1304	59.8	1276	70.6	294	71.0	613	72.6	369	67.2
To individuals	2195	55.1	1009	46.3	1186	65.6	273	65.9	594	70.4	319	58.1
To groups	385	9.7	295	13.5	90	5.0	21	5.1	19	2.2	50	9.1
Teaching and research	83	2.1	30	1.4	53	2.9	13	3.1	39	4.6	1	b/
Other	23	b/	11	b/	12	b/	1	b/	8	b/	3	b/

^{a/} Cities, towns, counties and rural municipalities.

^{b/} Less than one per cent.

Table 23. FILLED WELFARE POSITIONS BY TYPE OF POSITION AND MAJOR AGENCY FIELD OF WORK, OCTOBER 1, 1951.

(Reporting Agencies only)

Type of Position	Total Filled Positions	Multiple Service	Financial Aid	Family Welfare	Child a/ Welfare	Social Work with Adult Offenders	Social Work in Hospitals and Clinics	Social Work with Physically Handicapped	Group Work and Recreation	Chests and Councils	Social Work Teaching	Other b/
Filled positions TOTAL	3986	975	386	363	840	81	265	185	700	77	74	40
Administrative	905	90	114	103	150	18	33	25	274	69	10	19
Supervisory	395	121	19	39	82	9	33	30	61	-	-	1
Direct service	2580	754	237	218	606	54	196	129	365	1	-	20
To individuals	2195	745	235	213	598	41	194	127	26	1	-	15
To groups	385	9	2	5	8	13	2	2	339	-	-	5
Teaching and research	83	1	13	2	1	-	-	-	-	2	64	-
Other	23	9	3	1	1	-	3	1	-	5	-	-

a/ Including court services for children.

b/ In school of social work only.

Table 24. PERCENTAGE DISTRIBUTION OF FILLED WELFARE POSITIONS BY TYPE OF POSITION AND MAJOR AGENCY FIELD OF WORK, OCTOBER 1, 1951. PERCENTAGES BASED ON FIELD OF WORK TOTALS.

(Reporting Agencies only)

Type of Position	Total Filled Positions	Multiple Service	Financial Aid	Family Welfare	Child Welfare ^a	Social Work with Adult Offenders	Social Work in Hospitals and Clinics	Social Work with Physically Handicapped	Group Work and Recreation	Chests and Councils	Social Work Teaching ^b	Other ^c
Filled positions TOTAL	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	9/
Administrative	22.7	9.2	29.5	28.4	17.9	22.2	12.4	13.5	39.1	89.6	13.5	
Supervisory	9.9	12.4	4.9	10.7	9.8	11.1	12.4	16.2	8.7	-	-	
Direct service	64.7	77.3	61.4	60.1	72.1	66.7	74.0	69.7	52.1	1.3	-	
To individuals	55.1	76.4	60.9	58.7	71.2	50.6	73.2	68.6	3.7	1.3	-	
To groups	9.7	d/	d/	1.4	d/	16.0	d/	1.1	48.4	-	-	
Teaching and research	2.1	d/	3.4	d/	d/	-	-	-	-	2.6	86.5	
Other	d/	d/	d/	d/	d/	-	1.1	d/	-	6.5	-	

^a/ Including court services for children.

^b/ In school of social work only.

^c/ Total positions less than 100; for numerical distribution, see Table 23.

^d/ Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 25. **FILLED WELFARE POSITIONS BY AGE AND SEX^{a/}**
OF OCCUPANT, OCTOBER 1, 1951, WITH PERCENTAGES BASED ON SEX TOTALS.

(Reporting Agencies only)

Age	Total Filled Positions ^{b/}		Men ^{c/}		Women ^{d/}	
	no.	p.c.	no.	p.c.	no.	p.c.
Filled positions TOTAL	3986	100.0	1952	100.0	2015	100.0
24 years and under	380	9.5	99	5.1	280	13.9
25 - 29	682	17.1	293	15.0	385	19.1
30 - 39	1039	26.1	563	28.8	473	23.5
40 - 49	844	21.2	413	21.2	427	21.2
50 - 59	631	15.8	353	18.1	277	13.8
60 - 64	155	3.9	103	5.3	52	2.6
65 and over	107	2.7	67	3.4	40	2.0
Age not given	148	3.7	61	3.1	81	4.0

a/ Figures for men and women will not always agree with the totals of filled positions for each age group since the subtotals include 19 positions for which sex was not reported.

b/ Median age 38.2. c/ Median age of men 39.8. d/ Median age of women 36.4.

Note: percentages may not always add exactly because of rounding.

Table 26. **FILLED WELFARE POSITIONS BY AGE AND SEX^{a/}**
OF OCCUPANT, OCTOBER 1, 1951, WITH PERCENTAGES BASED ON AGE TOTALS.

(Reporting Agencies only)

Age	Total Filled Positions		Men		Women	
	no.	p.c.	no.	p.c.	no.	p.c.
Filled positions TOTAL	3986	100.0	1952	49.0	2015	50.6
24 years and under	380	100.0	99	26.0	280	73.7
25 - 29	682	100.0	293	43.0	385	56.4
30 - 39	1039	100.0	563	54.2	473	45.5
40 - 49	844	100.0	413	48.9	427	50.6
50 - 59	631	100.0	353	55.9	277	43.9
60 - 64	155	100.0	103	66.4	52	33.6
65 and over	107	100.0	67	62.6	40	37.4
Age not given	148	100.0	61	41.2	81	54.7

a/ Figures for men and women will not always agree with the totals of filled positions for each age group since the subtotals include 19 positions for which sex was not reported.

Note: percentages may not always add exactly because of rounding.

Table 27. FILLED WELFARE POSITIONS BY AGE AND SEX^{a/}
OF OCCUPANT AND BY TYPE OF EMPLOYER, OCTOBER 1, 1951.

(Reporting Agencies only)

Age and Sex	Total Filled Positions	Voluntary	Public			
			Total	Federal	Provincial	Local ^{b/}
Filled positions TOTAL	3986	2179	1807	414	844	549
Men	1952	749	1203	341	494	368
Women	2015	1419	596	73	343	180
24 years and under	380	258	122	5	69	48
Men	99	56	43	2	14	27
Women	280	201	79	3	55	21
25 - 29	682	439	243	22	146	75
Men	293	156	137	12	72	53
Women	385	280	106	10	73	22
30 - 39	1039	580	459	116	219	124
Men	563	240	323	99	140	84
Women	473	340	133	17	76	40
40 - 49	844	448	396	102	191	103
Men	413	154	259	77	112	70
Women	427	293	134	25	76	33
50 - 59	631	267	364	140	112	112
Men	353	75	278	122	77	79
Women	277	192	85	18	35	32
60 - 64	155	60	95	26	40	29
Men	103	22	81	26	31	24
Women	52	38	14	-	9	5
65 and over	107	24	83	1	36	46
Men	67	12	55	1	30	24
Women	40	12	28	-	6	22
Age not given	148	103	45	2	31	12
Men	61	34	27	2	18	7
Women	81	63	18	-	13	5

^{a/} Figures for men and women will not always agree with the subtotals for each age group and type of employer since the subtotals include 19 positions for which sex was not reported.

^{b/} Cities, towns, counties and rural municipalities.

Table 28. PERCENTAGE DISTRIBUTION OF FILLED WELFARE POSITIONS
BY AGE AND SEX^a OF OCCUPANT AND BY TYPE OF EMPLOYER, OCTOBER 1, 1951.
PERCENTAGES BASED ON TYPE OF EMPLOYER TOTALS.

(Reporting Agencies only)

Age and Sex	Total Filled Positions	Voluntary	Public			
			Total	Federal	Provincial	Local ^b
Filled positions TOTAL	100.0	100.0	100.0	100.0	100.0	100.0
Men	49.0	34.4	66.6	82.4	58.5	67.0
Women	50.6	65.1	33.0	17.6	40.6	32.8
24 years and under	9.5	11.8	6.8	1.2	8.2	8.7
Men	2.5	2.6	2.4	c/	1.7	4.9
Women	7.0	9.2	4.4	c/	6.5	3.8
25 - 29	17.1	20.2	13.4	5.3	17.3	13.7
Men	7.4	7.2	7.6	2.9	8.5	9.6
Women	9.7	12.8	5.8	2.4	8.6	4.0
30 - 39	26.1	26.6	25.4	28.0	26.0	22.6
Men	14.1	11.0	17.9	23.9	16.6	15.3
Women	11.9	15.6	7.4	4.1	9.0	7.3
40 - 49	21.2	20.6	21.9	24.6	22.6	18.8
Men	10.4	7.1	14.3	18.6	13.3	12.8
Women	10.7	13.4	7.4	6.0	9.0	6.0
50 - 59	15.8	12.2	20.1	33.8	13.3	20.4
Men	8.9	3.4	15.4	29.5	9.1	14.4
Women	7.0	8.8	4.7	4.4	4.2	5.8
60 - 64	3.9	2.8	5.3	6.3	4.7	5.3
Men	2.6	1.0	4.5	6.3	3.7	4.4
Women	1.3	1.7	c/	-	1.1	c/
65 and over	2.7	1.1	4.6	c/	4.3	8.4
Men	1.7	c/	3.0	c/	3.6	4.4
Women	1.0	c/	1.6	-	c/	4.0
Age not given	3.7	4.7	2.5	c/	3.7	2.2
Men	1.5	1.6	1.5	c/	2.1	1.3
Women	2.0	2.9	1.0	-	1.5	c/

a/ Percentages for men and women will not always agree with the subtotals for each age group and type of employer since the subtotals include 0.5 per cent for which sex was not reported.

b/ Cities, towns, counties and rural municipalities.

c/ Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 29. FILLED WELFARE POSITIONS BY AGE AND SEX^{a/} OF OCCUPANT
AND BY MAJOR AGENCY FIELD OF WORK, OCTOBER 1, 1951.

(Reporting Agencies only)

Age and Sex	Total Filled Positions	Multiple Service	Finan- cial Aid	Family Welfare	Child ^{b/} Welfare	Social Work with Adult Offenders	Social Work in Hosp- itals and Clinics	Social Work with Physically Handicapped	Group Work and Re- creation	Chests and Councils	Social Work Teaching ^{c/}	Other
Filled positions TOTAL	3986	975	386	363	840	81	265	185	700	77	74	40
Men	1952	694	282	43	212	69	40	87	437	42	26	20
Women	2015	281	103	320	620	12	225	91	260	35	48	20
29 years and under	1062	171	83	105	307	16	98	36	225	8	6	7
Men	392	64	67	8	65	14	20	13	130	6	2	3
Women	665	107	16	97	238	2	78	22	95	2	4	4
30 - 59	2514	692	238	219	469	53	148	139	400	63	67	26
Men	1329	528	179	27	131	45	18	71	260	33	24	13
Women	1177	164	58	192	337	8	130	62	140	30	43	13
60 - 64	155	67	18	12	14	5	5	7	20	3	-	4
Men	103	61	14	1	4	4	-	3	12	1	-	3
Women	52	6	4	11	10	1	5	4	8	2	-	1
65 and over	107	35	41	4	12	2	-	-	7	2	1	3
Men	67	33	20	1	4	1	-	-	5	2	-	1
Women	40	2	21	3	8	1	-	-	2	-	1	2
Age not given	148	10	6	23	38	5	14	3	48	1	-	-
Men	61	8	2	6	8	5	2	-	30	-	-	-
Women	81	2	4	17	27	-	12	3	15	1	-	-

a/ Figures for men and women will not always agree with the subtotals for each age group and field of work since the subtotals include 19 positions for which sex was not reported.
b/ Including court services for children.
c/ In school of social work only.

Table 30. PERCENTAGE DISTRIBUTION OF FILLED WELFARE POSITIONS BY AGE AND SEX^a OF OCCUPANT
AND BY MAJOR AGENCY FIELD OF WORK, OCTOBER 1, 1951. PERCENTAGES BASED ON FIELD OF WORK TOTALS.

(Reporting Agencies only)

Age and Sex	Total Filled Positions	Multiple Service	Financial Aid	Family Welfare	Child Welfare ^b	Social Work with Adult Offenders	Social Work in Hospitals and Clinics	Social Work with Physically Handicapped	Group Work and Recreation	Chests and Councils	Social Work Teaching ^c	Other
Filled positions TOTAL	100.0	100.0	100.0	100.0	100.0	100.0 ^d	100.0	100.0	100.0	100.0 ^d	100.0 ^d	d/
Men	49.0	71.2	73.1	11.8	25.2	85.2	15.1	47.0	62.4	54.6	35.1	
Women	50.6	28.8	26.7	88.2	73.8	14.8	84.9	49.2	37.1	45.4	64.9	
29 years and under	26.6	17.5	21.5	28.9	36.6	19.8	37.0	19.5	32.1	10.4	8.1	
Men	9.8	6.6	17.4	2.2	7.7	17.3	7.6	7.0	18.6	7.8	2.7	
Women	16.7	11.0	4.2	26.7	28.3	2.5	29.4	11.9	13.6	2.6	5.4	
30 - 59	63.1	71.0	61.7	60.3	55.8	65.4	55.8	75.1	57.1	81.8	90.5	
Men	33.3	54.2	46.4	7.4	15.6	55.6	6.8	38.4	37.1	42.8	32.4	
Women	29.5	16.8	15.0	52.9	40.1	9.9	49.1	33.5	20.0	39.0	58.1	
60 - 64	3.9	6.9	4.7	3.3	1.7	6.2	1.9	3.8	2.9	3.9	-	
Men	2.6	6.3	3.6	e/	e/	4.9	-	1.6	1.7	1.3	-	
Women	1.3	e/	1.0	3.0	1.2	1.2	1.9	2.2	1.1	2.6	-	
65 and over	2.7	3.6	10.6	1.1	1.4	2.5	-	-	1.0	2.6	1.4	
Men	1.7	3.4	5.2	e/	e/	1.2	-	-	e/	2.6	-	
Women	1.0	e/	5.4	e/	e/	1.2	-	-	e/	-	1.4	
Age not given	3.7	1.0	1.6	6.3	4.5	6.2	5.3	1.6	6.9	1.3	-	
Men	1.5	e/	e/	1.6	e/	6.2	e/	-	4.3	-	-	
Women	2.0	e/	1.0	4.7	3.2	-	4.5	1.6	2.1	1.3	-	

^a/ Percentages for men and women will not always agree with the subtotals for each age group and field of work since the subtotals include 0.5 per cent for which sex was not reported.

^b/ Including court services for children. ^c/ In school of social work only.

^d/ Total positions less than 100; for numerical distribution, see Table 29. ^e/ Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 31. FILLED WELFARE POSITIONS BY AGE AND SEX^{a/}
OF OCCUPANT AND BY TYPE OF POSITION, OCTOBER 1, 1951.

(Reporting Agencies only)

Age and Sex	Total Filled Positions	Admin-istrative	Super-visory	Direct Service			Teaching and Research	Other
				Total	To Indi-viduals	To Groups		
Filled positions TOTAL	3986	905	395	2580	2195	385	83	23
Men	1952	540	156	1216	993	223	29	11
Women	2015	362	239	1348	1188	160	54	12
24 yrs & under	380	11	12	348	269	79	4	5
Men	99	6	4	86	54	32	2	1
Women	280	5	8	261	214	47	2	4
25 - 29	682	63	55	552	457	95	9	3
Men	293	39	17	231	167	64	5	1
Women	385	24	38	317	286	31	4	2
30 - 39	1039	228	123	645	551	94	36	7
Men	563	156	49	340	275	65	12	6
Women	473	72	74	302	273	29	24	1
40 - 49	844	286	109	417	360	57	27	5
Men	413	160	33	210	180	30	8	2
Women	427	125	76	204	177	27	19	3
50 - 59	631	204	64	356	330	26	4	3
Men	353	113	33	205	194	11	1	1
Women	277	91	31	150	135	15	3	2
60 - 64	155	47	15	92	88	4	1	-
Men	103	31	11	61	59	2	-	-
Women	52	16	4	31	29	2	1	-
65 and over	107	25	6	75	74	1	1	-
Men	67	16	4	47	46	1	-	-
Women	40	9	2	28	28	-	1	-
Age not given	148	41	11	95	66	29	1	-
Men	61	19	5	36	18	18	1	-
Women	81	20	6	55	46	9	-	-

a/ Figures for men and women will not always agree with the subtotals for each age group and type of position since the subtotals include 19 positions for which sex was not reported.

Table 32. PERCENTAGE DISTRIBUTION OF FILLED WELFARE POSITIONS
BY AGE AND SEX^a OF OCCUPANT AND BY TYPE OF POSITION, OCTOBER 1, 1951.
PERCENTAGES BASED ON TYPE OF POSITION TOTALS.

(Reporting Agencies only)

Age and Sex	Total Filled Positions	Admin- istrative	Super- visory	Direct Service			Teaching and Research	Other
				Total	To Indi- viduals	To Groups		
Filled positions TOTAL	100.0	100.0	100.0	100.0	100.0	100.0	100.0 ^{b/}	^{b/}
Men	49.0	59.7	39.5	47.1	45.2	57.9	34.9	
Women	50.6	40.0	60.5	52.2	54.1	41.6	65.1	
24 yrs & under	9.5	1.2	3.0	13.5	12.3	20.5	4.8	
Men	2.5	^{c/}	1.0	3.3	2.5	8.3	2.4	
Women	7.0	^{c/}	2.0	10.1	9.8	12.2	2.4	
25 - 29	17.1	7.0	13.9	21.4	20.8	24.7	10.8	
Men	7.4	4.3	4.3	9.0	7.6	16.6	6.0	
Women	9.7	2.6	9.6	12.3	13.0	8.1	4.8	
30 - 39	26.1	25.2	31.1	25.0	25.1	24.4	43.4	
Men	14.1	17.2	12.4	13.2	12.5	16.9	14.5	
Women	11.9	8.0	18.7	11.7	12.4	7.5	28.9	
40 - 49	21.2	31.6	27.6	16.2	16.4	14.8	32.5	
Men	10.4	17.7	8.4	8.1	8.2	7.8	9.6	
Women	10.7	13.8	19.2	7.9	8.1	7.0	22.9	
50 - 59	15.8	22.5	16.2	13.8	15.0	6.8	4.8	
Men	8.9	12.5	8.4	8.0	8.8	2.9	1.2	
Women	7.0	10.1	7.8	5.8	6.2	3.9	3.6	
60 - 64	3.9	5.2	3.8	3.6	4.0	1.0	1.2	
Men	2.6	3.4	2.8	2.4	2.7	^{c/}	-	
Women	1.3	1.8	1.0	1.2	1.3	^{c/}	1.2	
65 and over	2.7	2.8	1.5	2.9	3.4	^{c/}	1.2	
Men	1.7	1.8	1.0	1.8	2.1	^{c/}	-	
Women	1.0	^{c/}	^{c/}	1.1	1.3	-	1.2	
Age not given	3.7	4.5	2.8	3.7	3.0	7.5	1.2	
Men	1.5	2.1	1.3	1.4	^{c/}	4.7	1.2	
Women	2.0	2.2	1.5	2.1	2.1	2.3	-	

^{a/} Percentages for men and women will not always agree with the subtotals for each age group and type of position since the subtotals include 0.5 per cent for which sex was not reported.

^{b/} Total positions less than 100; for numerical distribution, see Table 31.

^{c/} Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 33. FILLED WELFARE POSITIONS BY YEARS OF WELFARE EXPERIENCE AND SEX^{a/} OF OCCUPANT
AND BY TYPE OF POSITION, OCTOBER 1, 1951.

(Reporting Agencies only)

Years of Welfare Experience	Total Filled Positions			Administrative			Supervisory			Direct Service						Other ^{b/}								
	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total			To Individuals						To Groups					
										Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women
Filled positions TOTAL	3986	1952	2015	905	540	362	395	156	239	2580	1216	1348	2195	993	1188	385	223	160	40	66				
Under 1 year	252	94	157	15	10	5	6	4	2	221	78	142	188	58	129	33	20	13	2	8				
1 - 4	1415	632	780	179	112	67	100	40	60	1119	471	645	946	371	572	173	100	73	9	8				
5 - 9	1042	609	425	213	129	84	134	57	77	666	413	245	591	363	220	75	50	25	10	19				
10 - 14	367	165	202	129	66	63	51	14	37	168	80	88	140	65	75	28	15	13	5	14				
15 - 19	311	179	132	134	85	49	45	16	29	120	74	46	105	66	39	15	8	7	4	8				
20 and over	373	174	199	187	111	76	51	22	29	123	37	86	96	21	75	27	16	11	4	8				
Years not given	226	99	120	48	27	18	8	3	5	163	63	96	129	49	78	34	14	18	6	1				

a/ Figures for men and women will not always agree with the subtotals shown for each type of position and each experience group since the subtotals include 19 positions for which sex was not reported.

b/ Including teaching and research.

Table 34. PERCENTAGE DISTRIBUTION OF FILLED WELFARE POSITIONS BY YEARS OF WELFARE EXPERIENCE AND SEX^a OF OCCUPANT AND BY TYPE OF POSITION, OCTOBER 1, 1951. PERCENTAGES BASED ON TYPE OF POSITION AND SEX TOTALS.

(Reporting Agencies only)

Years of Welfare Experience	Total Filled Positions			Administrative			Supervisory			Direct Service			Other ^b	
	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men
Filled positions TOTAL	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	9/
Under 1 year	6.3	4.8	7.8	1.7	1.8	1.4	1.5	2.6	d/	8.6	6.4	10.5	9.4	
1 - 4	35.5	32.4	38.7	19.8	20.7	18.5	25.3	25.6	25.1	43.4	38.7	47.8	16.0	
5 - 9	26.1	31.2	21.1	23.5	23.9	23.2	33.9	36.5	32.2	25.8	34.0	18.2	27.4	
10 - 14	9.2	8.4	10.0	14.2	12.2	17.4	12.9	9.0	15.5	6.5	6.6	6.5	17.9	
15 - 19	7.8	9.2	6.6	14.8	15.7	13.5	11.4	10.3	12.1	4.6	6.1	3.4	11.3	
20 and over	9.4	8.9	9.9	20.7	20.6	21.0	12.9	14.1	12.1	4.8	3.0	6.4	11.3	
Years not given	5.7	5.1	6.0	5.3	5.0	5.0	2.0	1.9	2.1	6.3	5.2	7.1	6.6	

^a/ Percentages for men and women will not always agree with the subtotals for each experience group and type of position since the subtotals include 0.5 per cent for which sex was not reported.

^b/ Including teaching and research.

^c/ Total positions less than 100; for numerical distribution, see Table 33.

^d/ Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Chapter 5. EDUCATION AND SOCIAL WORK TRAINING

The preceding chapter on the composition of welfare staff in reporting agencies left for separate analysis the questions of the general education and social work training possessed by welfare personnel. Because the purpose of the Survey was to assess the requirements of employing agencies for trained social workers, the largest professional group in the welfare field, the number and distribution of graduates of schools of social work on the date of the count are central to the study. The emphasis this involves should not obscure the fact, noted in Chapter 1, that the welfare field makes use of many other types of training. While general education, higher non-social work degrees and other types of specialization and experience are examined briefly, these are shown within the basic categories set up for social work training.

INTERPRETATION OF TERMS

This training is classified in three main groups: 'graduation from a school of social work', which is further classified into types of certificates, diplomas or degrees; 'some courses', that is, regular courses in a school of social work but not sufficient for a degree; and 'no courses'.

Graduation from a school of social work is used as the basic measurement of social work training because it represents the standard now commonly accepted by the social work profession and because it is the only measurement of this type of training which can be clearly defined. The use of 'graduation' as the primary classification has obvious disadvantages. It places some staff who are social workers by virtue of long experience into the 'some courses' or the 'no courses' category. Among these are some of the leaders of social welfare in Canada who have made notable contributions both to the field as a whole and to the development of professional standards of training.^{1/} It puts in 'some courses', also, a number of workers who successfully completed a full year of training at a school of social work but who did not have the

^{1/} The Canadian Association of Social Workers states that about 10 per cent or 129 of their active membership resident in Canada in January 1952 were among those who had been accepted into the Association on the "basis of 5 years experience in a recognized agency". This number includes members who had taken short courses for which no credit toward a degree was given. Since June 1952, membership in the Association has been limited to graduates of accredited schools of social work.,

prerequisite academic standing necessary to receive a post-graduate degree or other certification. Personnel in the 'no courses' category includes staff who reported in-service training^{1/} or short term studies which, though carried out at a school of social work, offered no credit toward social work certification.

Particular attention is drawn to the somewhat limited use of the terms 'graduate' and 'trained' which, throughout the Report, are used interchangeably to refer to staff who have graduated with a recognized degree, diploma or certificate from a school of social work.

The number and percentage of employed staff in each of these categories on the Survey date are as follows:

	no.	p.c.
Total Filled Welfare Positions	3986	100 ^{2/}
Graduation from a School of Social Work	1206	30
Some Courses in a School of Social Work	689	17
No Courses in a School of Social Work	2091	52

GENERAL EDUCATION AND EXPERIENCE

Tables 35 and 36 examine these three categories to determine broadly the education, professional training and non-social work experience of welfare personnel in the filled positions. The data in Table 35, when computed in percentage form, indicate that a much higher proportion of those with graduation from a school of social work have either a Bachelor's degree or a post-graduate degree than is the case with the other two groups. About 79 per cent of the graduates of a school of social work have one or both of these degrees compared with 35 per cent of the staff who have 'some courses' and 27 per cent of those who have 'no courses'.

Other Specialization and Experience

The Survey data on the non-social work specializations and experience of welfare staff are grouped in Table 36 into eight major classifications. This rather arbitrary grouping unavoidably tends to conceal the broad

^{1/} The Survey did not enquire into in-service training.

^{2/} Percentages do not add because of rounding.

range of training and experience which the Survey revealed in the backgrounds of welfare staff. Where, as is frequently the case, the person reported more than one type of specialization or experience, only the one appearing to be the most relevant was noted in the table. It will be observed that staff with graduation from a school of social work reported less experience outside the welfare field than staff in the other two categories. Notable within the two latter groups are the high percentages of personnel with specialization in group work and recreation and, in the case of the 'no courses' category, with specialization in social welfare.^{1/} These two types of specialization provide the necessary qualifications in certain group work and recreation agencies as well as in some agencies offering services to the physically handicapped and in social services under religious auspices.

PROFESSIONAL SOCIAL WORK TRAINING

The term 'graduation from a school of social work' does not apply to a uniform and long established educational standard but reflects, in part, the recent and rapid evolution of social work training and, in part, certain continuing differences in the types of certification which the schools of social work offer.^{2/} Table 37 shows the distribution of the 1206 graduates

^{1/} This includes training for services to the blind, religious social service and in-service training when reported.

^{2/} The one-year certificate or diploma was employed at an early stage in the development of social work education prior to the more general adoption of two-year courses. Provision continued to be made in certain schools for students with a strong academic background in the social sciences to qualify for a certificate or diploma in a single year. The two-year certificate or diploma was the form of certification most general in schools of social work until the establishment of post-graduate degree courses in Canada around 1945. A small number of diplomas or certificates are still offered in some schools to candidates with suitable backgrounds but who lack an undergraduate degree. The degree of Bachelor of Social Work is awarded for successful completion of a one year post-graduate course now offered by most of the schools of social work. The course provides general training including, as in the certificate and diploma courses, academic studies and field work. The degree of Master of Social Work is awarded by most of the schools on the successful completion of a two-year post-graduate course. It usually provides some degree of specialization in a specific area such as that of child welfare, family welfare, social group work, medical or psychiatric social work and community organization. It involves academic studies, field work and research. A small number of persons reported in the Survey who did not fall into these groupings were classified as miscellaneous. They include one doctorate in social work, three doctorates pending and certain diplomas or degrees from British and European schools.

according to diploma or degree and school of graduation. Graduates with the degree of Bachelor of Social Work form the largest single group and those with 2-year certificates or diplomas, the second largest. The following figures show the numerical and percentage distribution:-

		<u>Number</u>	<u>Per cent</u>
Graduates	TOTAL	1206	100
	1-year cert. or diploma	102	8
	2-year cert. or diploma	347	29
	B.S.W.	428	36
	M.S.W.	300	25
	Miscellaneous	29	2

Social Work Training by Sex

The distribution of men and women according to the main categories of social work training appear as follows:

	<u>Graduation from a School of Social Work</u>		<u>Some Courses in a School of Social Work</u>		<u>No Courses in a School of Social Work</u>	
	no.	p.c.	no.	p.c.	no.	p.c.
Total	1206 ^{1/}	100	689 ^{1/}	100	2091 ^{1/}	100
Men	349	29	297	43	1306	63
Women	854	71	389	57	772	37

Thus, the categories of 'graduation' and 'some courses' have considerably higher percentages of women while men predominate in the group with no courses in a school of social work. Particularly to be noted are the figures within the graduation category where 29 per cent are men and 71 per cent women.

Inspection of data in Table 38, which separately analyses the distribution of the men and the women in filled welfare positions, reveals that 18 per cent of the men and 42 per cent of the women are social work graduates, 15 per cent of the men and 19 per cent of the women have some courses in social work and 67 per cent of the men and 38 per cent of the women have no qualifying courses. Within the sub-categories of 'graduation', the sex distribution also differs considerably. Notably smaller percentages of men than of women

^{1/} Totals include positions for which sex was not reported.

hold certificates, diplomas and degrees - the difference being less marked in the case of degrees, particularly the degree of Master of Social Work, which is held by 9 per cent of the women and 6 per cent of the men.

Social Work Training by Age and Sex

It appears in Tables 39 and 40 that the age distribution of staff with social work graduation is more closely concentrated within the lower age groupings than is the welfare staff as a whole. Notwithstanding the lengthy social work training involved, the proportion of graduates under the age of 30 is 38 per cent compared with 27 per cent of the total welfare staff. In the 30 to 39 age range are grouped 33 per cent of the graduates compared with 26 per cent of total staff. The percentages of graduates in the remaining age groups are significantly lower than the percentages of total staff.

Grouping with Particular Bearing Upon Staff Turnover

The question of turnover of staff, which is discussed in the following chapter, directs attention toward the age, and the age and sex groups most likely to be affected by resignations or retirement. In advance of this discussion, it may be useful to note the extent of social work training in the groups of women under the age of 40 amongst whom resignation 'to be married or because of marriage' are most likely to occur, and the total group over the age of 60 which is likely to have the highest rate of retirement.

By combining the first three groupings in Table 39, it is found that women under 40 number 1138 of whom 586 or over 51 per cent are in the graduation category. A further 193 or 16 per cent had 'some courses'. A similar examination of the women staff under 30 reveals that the group numbers 665 of which 348 or 52 per cent are graduates and an additional 100 or 15 per cent have some social work courses. The women graduates under 40 years of age constitute about 15 per cent of all employed welfare staff; those under 30, about 9 per cent.

The over 60 group contains 262 persons of whom 26 were social work graduates and a further 33 had some social work courses.

Social Work Training by Years of Welfare Experience

Tables 41 and 42, in presenting the years of welfare experience in relation to training testify to the relatively recent entrance of a large portion of the staff into the welfare field. If the positions within the first three groups are taken together, it will be seen that 2709 or 68 per cent of all filled positions are held by staff with under ten years' experience. In the group with graduation from a school of social work, 893 of the 1206 positions or over 74 per cent have less than ten years in the field. It is noteworthy, also, that 54 per cent of the graduates and 34 per cent of those with 'some courses' have not had more than four years' experience.

Social Work Training Within the Voluntary and Public Field

Table 43 reveals that a considerably larger number of graduates are in voluntary agencies than in public welfare agencies. The following figures show that the proportion of graduates in voluntary agencies is also larger than the proportion of graduates in public agencies.

	<u>Total Staff</u>		<u>Staff with Graduation</u>	
	no.	p.c.	no.	p.c.
Total	3986	100	1206	100
Voluntary	2179	55	774	64
Public	1807	45	432	36

It will be observed that while 55 per cent of total staff in filled positions are in agencies under voluntary auspices, 64 per cent of the staff with social work graduation are to be found in these agencies.

The distribution of staff within the sub-categories of graduation indicates that the voluntary agencies have secured a much larger proportion of staff with two years of training. While the percentages of the staff with one year's training whether diploma, certificate or degree is about the same in the voluntary field as in the public, the proportion of those with two-year diplomas or certificates or with Master's degrees is approximately double in the voluntary agencies.

Staff with some social work courses are divided in about the same proportions between voluntary and public agencies as staff with graduation,

427 or 62 per cent being in the voluntary field and 262 or 38 per cent in the public field.

In considering the public area alone, it is noted in the following statement that the provincial agencies have both the largest number and the largest proportion of welfare staff with graduation from schools of social work. Approximately 65 per cent of the public welfare staff with graduation are in provincial agencies compared with 47 per cent of all the filled positions in these agencies. In the local agencies, the figures are 17 per cent with graduation whereas 30 per cent of the public positions are in the local area; in federal agencies 18 per cent had graduation against 23 per cent of public welfare positions existing at the federal level.

	<u>Public Welfare</u>			
	<u>Total Staff</u>		<u>Staff with Graduation</u>	
	no.	p.c.	no.	p.c.
Total	1807	100	432	100
Federal	414	23	78	18
Provincial	844	47	279	65
Local	549	30	75	17

An examination of the composition of the staffs within the three levels of public agencies as set out in Table 43 shows that 279 graduates in provincial agencies constitute 33 per cent of filled positions in such agencies. The 78 graduates in federal agencies are approximately 19 per cent of federal positions and the 75 graduates in agencies of local government comprise about 14 per cent of positions in this group.

Social Work Training Within the Major Agency Fields of Work

Tables 44 and 45 indicate that the percentages of staff with graduation from schools of social work vary widely in the different agency fields of work. For all filled positions about 30 per cent are in the graduation category while percentages in particular fields range from around 11 per cent to over 80 per cent. The two fields with the highest proportion of graduates are social work teaching where, out of a total of 74 staff, 62 or about 84 per cent are graduates, and social work in hospitals and clinics where over 62 per

cent are graduates. Four other fields of work with higher percentages of graduates than that for all filled positions combined are child welfare with 46 per cent, chests and councils with 44 per cent, family welfare with 43 per cent and social work with adult offenders, 38 per cent. Those with lower percentages are multiple service, 20 per cent; financial aid, 17 per cent; group work and recreation, 12 per cent; and social work with the physically handicapped, 11 per cent.

To be noted in the category of staff with some courses in schools of social work are the relatively high proportions in the fields of financial aid, family welfare, chests and councils and hospitals and clinics.

Social Work Training by Type of Position

The extent of social work training within the various types of positions reported in the Survey are set out in Tables 46 and 47. The number of graduates in teaching and research is notably high. Of 83 positions,^{1/} 63 or 76 per cent are graduates. Also well above the level for all positions is the proportion of supervisory positions, slightly over 50 per cent, in which staff are graduates. Graduates in administrative positions form just over 30 per cent of administrative staff, a figure very close to the percentage of graduates in all welfare positions. In the total direct service group, nearly 26 per cent are graduates. Approximately 28 per cent of the large number of staff giving direct service to individuals are graduates of schools of social work compared with 11 per cent in the case of those giving direct service to groups.

There is considerably less variation as between the different types of position in the percentages of those who have some courses in a school of social work.

^{1/} The majority of these are teaching positions.

Table 35. SOCIAL WORK TRAINING BY EDUCATION, OCTOBER 1, 1951.

(Reporting Agencies only)

Education	Total Filled Positions	Graduation from SSW ^{a/}	Some Courses ^{b/} in SSW	No Courses ^{c/} in SSW
Filled positions TOTAL	3986	1206	689	2091
High school or less	1464	125	263	1076
Some university	627	104	167	356
Bachelor's degree	1550	873	207	470
Post-graduate degree ^{d/}	205	74	32	99
Arts and science	20	10	1	9
Psychology	16	3	4	9
Social science ^{e/}	49	15	7	27
Education ^{f/}	38	15	1	22
Law ^{f/}	21	8	2	11
Theology ^{f/}	17	7	3	7
Field not specified	44	16	14	14
Not given	140	30	20	90

^{a/} School of social work.

^{b/} Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.

^{c/} School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

^{d/} Including licentiate only when reported as higher degree.

^{e/} Including political science, economics, sociology, anthropology, social research and history.

^{f/} It was not clear from the returns how many of these professional degrees in this group were post-graduate.

Table 36. SOCIAL WORK TRAINING BY OTHER SPECIALIZATION
AND EXPERIENCE, OCTOBER 1, 1951.

(Reporting Agencies only)

Other Specialization and Experience ^{a/}	Total Filled Positions		Graduation ^{b/} from SSW		Some Courses ^{c/} in SSW		No Courses ^{d/} in SSW	
	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.
Filled positions TOTAL	3986	100.0	1206	100.0	689	100.0	2091	100.0
Specialization Total	1858 ^{e/}	46.6	419	34.7	364	52.8	1075	51.4
Administration and business	298	7.5	60	5.0	48	7.0	190	9.1
Group work and recreation ^{f/}	297	7.5	29	2.4	62	9.0	206	9.9
Languages ^{g/}	53	1.3	24	2.0	7	1.0	22	1.1
Nursing	218	5.5	25	2.1	61	8.9	132	6.3
Secretarial	160	4.0	73	6.1	30	4.4	57	2.7
Social welfare ^{h/}	189	4.7	26	2.2	22	3.2	141	6.7
Teaching	452	11.3	138	11.4	77	11.2	237	11.3
Other ^{i/}	191	4.8	44	3.6	57	8.3	90	4.3
None specified	2128	53.4	787	65.3	325	47.2	1016	48.6

a/ Including a great variety of certificates and diplomas, as well as experience but not including university degrees. (See Questionnaire, 22a). For specialization with university degree, see Table 35.

b/ School of social work.

c/ Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.

d/ School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

e/ Of these, 392 have specialization in more than one field; only major or most relevant field is shown.

f/ Including Y.M.C.A. training, physical education, arts and crafts, boys and girls club work.

g/ Other than English and French.

h/ Including training in services to the blind, religious social service and in-service training when reported.

i/ Including domestic science, journalism, public relations and miscellaneous specialization and experience.

Note: percentages may not always add exactly because of rounding.

Table 37. GRADUATES OF SCHOOLS OF SOCIAL WORK
BY SCHOOL OF GRADUATION AND TYPE OF DEGREE, OCTOBER 1, 1951.

(Reporting Agencies only)

School of Graduation ^{a/}	Total Graduates	1-year Cert. or Diploma	2-year Cert. or Diploma	B.S.W. ^{b/}	M.S.W.	Misc. ^{c/}
Graduates TOTAL	1206	102	347	428	300	29
Canadian schools	1061	93	329	411	228	-
British Columbia	308	31	32	192	53	-
Laval	52	-	15	20	17	-
McGill	131	5	39	41	46	-
Manitoba	87	48	3	36	-	-
Maritimes	24	-	24	-	-	-
Montreal	93	-	52	-	41	-
St. Patrick's	12	3	-	5	4	-
Toronto	354	6	164	117	67	-
United States schools	99	5	13	8	69	4
British schools	15	-	1	-	-	14
European and other	11	-	-	-	-	11
School not given	20	4	4	9	3	-

^{a/} School where latest degree was received.

^{b/} Including 34 Bachelors of Social Work with degree of Master of Social Work incomplete or pending.

^{c/} Including one doctorate in social work, three doctorates pending, and certain diplomas and degrees from British and European schools.

Table 38. SOCIAL WORK TRAINING BY SEX, OCTOBER 1, 1951.

(Reporting Agencies only)

Training in a School of Social Work	Total Filled ^{a/} Positions		Men		Women	
	no.	p.c.	no.	p.c.	no.	p.c.
Filled positions TOTAL	3986	100.0	1952	100.0	2015	100.0
Graduation from SSW ^{b/}	1206	30.3	349	17.9	854	42.4
1-year cert. or diploma	102	2.6	20	1.0	82	4.1
2-year cert. or diploma	347	8.7	73	3.7	274	13.6
B.S.W. ^{c/}	428	10.7	137	7.0	290	14.4
M.S.W.	300	7.5	115	5.9	183	9.1
Misc. certification ^{d/}	29	^{e/}	4	^{e/}	25	1.2
Some courses ^{f/} in SSW	689	17.3	297	15.2	389	19.3
No Courses ^{g/} in SSW	2091	52.5	1306	66.9	772	38.3

^{a/} Figures for men and women will not always agree with the subtotals shown for each category of training since the subtotals include 19 positions for which sex was not reported.

^{b/} School of social work.

^{c/} Including 34 Bachelors of Social Work with Master's degree incomplete or pending.

^{d/} Including one doctorate in social work, three doctorates pending, and certain diplomas and degrees from British and European schools.

^{e/} Less than one per cent.

^{f/} Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.

^{g/} School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

Note: percentages may not always add exactly because of rounding.

Table 39. SOCIAL WORK TRAINING BY AGE AND SEX^a, OCTOBER 1, 1951.
(Reporting Agencies only)

Age	Total Filled Positions	Graduation from School of Social Work																		Some Courses ^d in SSW			No Courses ^e in SSW																	
		1-yr. Cert. or Dip.						2-yr. Cert. or Dip.						B.S.W. ^b												M.S.W.						Misc. ^c								
		Total			1-yr. Cert. or Dip.			2-yr. Cert. or Dip.			B.S.W.			M.S.W.			Misc.			T						M			W			T			M			W		
		T	M	W	T	M	W	T	M	W	T	M	W	T	M	W	T	M	W	T	M	W				T	M	W	T	M	W	T	M	W						
Filled positions TOTAL	3986	1952	2015	1206	349	854	102	20	82	347	73	274	428	137	290	300	115	183	29	4	25	2091	1306	772																
24 yrs & under	380	99	280	130	14	115	-	-	-	12	2	10	99	7	91	19	5	14	-	-	-	184	60	124																
25 - 29	682	293	385	330	96	233	30	-	30	44	11	33	165	50	115	85	34	50	6	1	5	235	140	93																
30 - 39	1039	563	473	398	160	238	38	13	25	113	33	80	101	59	42	133	54	79	13	1	12	454	309	142																
40 - 49	844	413	427	214	51	163	16	4	12	112	20	92	35	11	24	43	15	28	8	1	7	473	306	163																
50 - 59	631	353	277	78	15	63	13	3	10	53	6	47	4	2	2	7	3	4	1	1	-	443	296	146																
60 - 64	155	103	52	7	-	7	2	-	2	3	-	3	-	-	-	1	-	1	1	-	1	124	94	30																
65 and over	107	67	40	19	2	17	1	-	1	4	-	4	14	2	12	-	-	-	-	-	-	79	60	19																
Age not given	148	61	81	30	11	18	2	-	2	6	1	5	10	6	4	12	4	7	-	-	-	99	41	55																

- a/ Figures for men and women will not always agree with the subtotals for each age group and each category of training since the subtotals include 19 positions for which sex was not reported.
- b/ Including 34 Bachelors of Social Work with degree of Master of Social Work incomplete or pending.
- c/ Including one doctorate in social work, three doctorates pending, and certain diplomas and degrees from British and European schools.
- d/ Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.
- e/ School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

Table 40. PERCENTAGE DISTRIBUTION OF SOCIAL WORK TRAINING BY AGE, OCTOBER 1, 1951.
PERCENTAGES BASED ON SOCIAL WORK TRAINING TOTALS.

(Reporting Agencies only)

Age	Total Filled Positions	Graduation from School of Social Work						Some Courses ^c in SSW	No Courses ^d in SSW
		Total	1-yr. Cert. or Dip.	2-yr. Cert. or Dip.	B.S.W. ^a	M.S.W.	Miso. ^b		
Filled positions TOTAL	100.0	100.0	100.0	100.0	100.0	100.0	e/	100.0	100.0
24 years and under	9.5	10.8	-	3.5	23.1	6.3		9.6	8.8
25 - 29	17.1	27.4	29.4	12.7	38.6	28.3		17.0	11.2
30 - 39	26.1	33.0	37.3	32.6	23.6	44.3		27.1	21.7
40 - 49	21.2	17.7	15.7	32.3	8.2	14.3		22.8	22.6
50 - 59	15.8	6.5	12.8	15.3	f/	2.3		16.0	21.2
60 - 64	3.9	f/	2.0	f/	-	f/		3.5	5.9
65 and over	2.7	1.6	f/	1.2	3.3	-		1.3	3.8
Age not given	3.7	2.5	2.0	1.7	2.3	4.0		2.8	4.7

a/ Including 34 Bachelors of Social Work with degree of Master of Social Work incomplete or pending.
b/ Including one doctorate in social work, three doctorates pending, and certain degrees and diplomas from British and European schools.
c/ Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.
d/ School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.
e/ Total positions less than 100; for numerical distribution, see Table 39.
f/ Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 41. SOCIAL WORK TRAINING BY YEARS OF WELFARE EXPERIENCE AND SEX^a, OCTOBER 1, 1951.

(Reporting Agencies only)

Years of Welfare Experience	Total Filled Positions			Graduation from School of Social Work																Some Courses ^d in SSW			No Courses ^e in SSW				
				Total			1-yr. Cert. or Dip.			2-yr. Cert. or Dip.			B.S.W. ^b			M.S.W.			Miso. ^c								
T	M	W	T	M	W	T	M	W	T	M	W	T	M	W	T	M	W	T	M	W	T	M	W	T	M	W	
Filled positions TOTAL	3986	1952	2015	1206	349	854	102	20	82	347	73	274	428	137	290	300	115	183	29	4	25	689	297	389	2091	1306	772
Under 1 year	252	94	157	96	35	61	-	-	-	3	1	2	62	23	39	30	11	19	1	-	1	30	10	20	126	49	76
1 - 4	1415	632	780	555	184	369	36	8	28	77	22	55	287	86	200	145	68	76	10	-	10	232	109	123	628	339	288
5 - 9	1042	609	425	242	66	176	34	7	27	85	21	64	43	20	23	72	17	55	8	1	7	156	56	99	644	487	150
10 - 14	367	165	202	113	28	85	10	2	8	71	14	57	5	2	3	21	8	13	6	2	4	69	25	44	185	112	73
15 - 19	311	179	132	71	16	55	7	2	5	49	9	40	1	-	1	11	4	7	3	1	2	83	49	34	157	114	43
20 and over	373	174	199	80	7	73	12	1	11	53	4	49	3	-	3	11	2	9	1	-	1	94	36	58	199	131	68
Years not given	226	99	120	49	13	35	3	-	3	9	2	7	27	6	21	10	5	4	-	-	-	25	12	11	152	74	74

^a Figures for men and women will not always agree with subtotals shown for age and training since the subtotals include 19 positions for which sex was not reported.

^b Including 34 Bachelors of Social Work with degrees of Master of Social Work incomplete or pending.

^c Including one doctorate in social work, three doctorates pending, and certain diplomas and degrees from British and European schools.

^d Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.

^e School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

Table 42. PERCENTAGE DISTRIBUTION OF SOCIAL WORK TRAINING BY YEARS OF WELFARE EXPERIENCE, OCTOBER 1, 1951. PERCENTAGES BASED ON SOCIAL WORK TRAINING TOTALS.

(Reporting Agencies only)

Years of Welfare Experience	Total Filled Positions	Graduation from School of Social Work					Some Courses in SSW	No Courses in SSW
		Total	1-yr. Cert. or Dip.	2-yr. Cert. or Dip.	B.S.W. ^{a/}	M.S.W.		
Filled positions TOTAL	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Under 1 year	6.3	8.0	-	f/	14.5	10.0	4.4	6.0
1 - 4	35.5	46.0	35.3	22.2	67.1	48.3	33.7	30.0
5 - 9	26.1	20.1	33.3	24.5	10.1	24.0	22.6	30.8
10 - 14	9.2	9.4	9.8	20.5	1.2	7.0	10.0	8.9
15 - 19	7.8	5.9	6.9	14.1	f/	3.7	12.1	7.5
20 and over	9.4	6.6	11.8	15.3	f/	3.7	13.6	9.5
Years not given	5.7	4.1	2.9	2.6	6.3	3.3	3.6	7.3

^{a/} Including 34 Bachelors of Social Work with degree of Master of Social Work incomplete or pending.

^{b/} Including one doctorate in social work, three doctorates pending, and certain degrees and diplomas from British and European schools.

^{c/} Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.

^{d/} School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

^{e/} Total positions less than 100; for numerical distribution, see Table 41.

^{f/} Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 43. SOCIAL WORK TRAINING BY TYPE OF EMPLOYER, OCTOBER 1, 1951.

(Reporting Agencies only)

Training in a School of Social Work	Total Filled Positions	Voluntary		Public				Local ^{a/}	
				Total		Federal		Provincial	
		no.	p.c.	no.	p.o.	no.	p.c.	no.	p.c.
Filled positions		3986	100.0	1807	100.0	414	100.0	549	100.0
Graduation from SSW ^{b/}		1206	30.3	432	23.9	78	18.8	75	13.7
1-yr. cert. or diploma		102	2.6	56	3.1	7	1.7	9	1.6
2-yr. cert. or diploma		347	8.7	94	5.2	35	8.4	11	2.0
B.S.W. ^{c/}		428	10.7	186	10.3	20	4.8	44	8.0
M.S.W.		300	7.5	87	4.8	15	3.6	10	1.8
Miso.d. ^{d/}		29	e/	9	e/	1	e/	1	e/
Some courses ^{f/} in SSW		689	17.3	262	14.5	20	4.8	154	28.0
No courses ^{g/} in SSW		2091	52.5	1113	61.6	316	76.3	320	58.3

^{a/} Cities, towns, counties and rural municipalities.

^{b/} School of social work.

^{c/} Including 34 Bachelors of Social Work with degree of Master of Social Work incomplete or pending.

^{d/} Including one doctorate in social work, three doctorates pending, and certain diplomas and degrees from British and European schools.

^{e/} Less than one per cent.

^{f/} Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.

^{g/} School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

Note: percentages may not always add exactly because of rounding.

Table 44. SOCIAL WORK TRAINING BY MAJOR AGENCY FIELD OF WORK, OCTOBER 1, 1951.

(Reporting Agencies only)

Training in a School of Social Work	Total Filled Positions	Multiple Service	Financial Aid	Family Welfare	Child Welfare ^a	Social Work with Adult Offenders	Social Work in Hospitals and Clinics	Social Work with Physically Handicapped	Group Work and Re-creation	Chests and Councils	Social Work Teaching ^b	Other
Filled positions TOTAL	3986	975	386	363	840	81	265	185	700	77	74	40
Graduation from SSW ^c	1206	193	65	158	390	31	165	20	81	34	62	7
1-yr cert. or dip.	102	22	7	10	44	-	13	1	1	-	3	1
2-yr cert. or dip.	347	56	11	64	117	12	33	8	14	15	13	4
B.S.W. ^d	428	94	38	31	155	10	49	4	37	4	6	-
M.S.W. ^e	300	19	7	48	65	9	64	7	28	15	36	2
Misc. ^e	29	2	2	5	9	-	6	-	1	-	4	-
Some courses ^f in SSW	689	71	139	101	159	9	62	9	112	21	2	4
No courses ^g in SSW	2091	711	182	104	291	41	38	-	507	22	10	29

a/ Including court services for children.

b/ In school of social work only.

c/ School of social work.

d/ Including 34 Bachelors of Social Work with degree of Master of Social Work incomplete or pending.

e/ Including one doctorate in social work, three doctorates pending, and certain degrees and diplomas from British and European schools.

f/ Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.

g/ School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

Table 45. PERCENTAGE DISTRIBUTION OF SOCIAL WORK TRAINING BY
MAJOR AGENCY FIELD OF WORK, OCTOBER 1, 1951. PERCENTAGES BASED ON FIELD OF WORK TOTALS.

(Reporting Agencies only)

Training in a School of Social Work	Total Filled Positions	Multiple Service	Finan- cial Aid	Family Welfare	Child Welfare ^a	Social Work with Adult Offenders	Social Work in Hosp- itals and Clinics	Social Work with Physically Handicapped	Group Work and Re- creation	Chests and Councils	Social Work ^b Teaching	Other
Filled positions TOTAL	100.0	100.0	100.0	100.0	100.0	100.0 ^c	100.0	100.0	100.0	100.0 ^c	100.0 ^c	c/
Graduation from SSW ^d	30.3	19.8	16.8	43.5	46.4	38.3	62.3	10.8	11.6	44.2	83.8	
Some courses ^e in SSW	17.3	7.3	36.0	27.8	18.9	11.1	23.4	4.9	16.0	27.3	2.7	
No courses ^f in SSW	52.5	72.9	47.2	28.7	34.6	50.6	14.3	84.3	72.4	28.6	13.5	

a/ Including court services for children.

b/ In school of social work only.

c/ Total positions less than 100; for numerical distribution, see Table 44.

d/ School of social work.

e/ Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.

f/ School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

Note: percentages may not always add exactly because of rounding.

Table 46. SOCIAL WORK TRAINING BY TYPE OF POSITION, OCTOBER 1, 1951.

(Reporting Agencies only)

Training in a School of Social Work	Total Filled Positions	Administrative	Supervisory	Direct Service			Teaching and Research	Other
				Total	To Individuals	To Groups		
Filled positions	3986	905	395	2580	2195	385	83	23
TOTAL	1206	272	200	667	623	44	63	4
Graduation from ^a SSW								
1-yr. cert. or diploma	102	22	28	49	49	-	3	-
2-yr. cert. or diploma	347	127	91	113	109	4	14	2
B.S.W. ^b	428	43	33	343	319	24	7	2
M.S.W. ^c	300	77	45	144	129	15	34	-
Misc. ^d	29	3	3	18	17	1	5	-
Some courses ^d in SSW	689	167	66	448	394	54	4	4
No courses ^e in SSW	2091	466	129	1465	1178	287	16	15

^a/ School of social work.

^b/ Including 34 Bachelors of Social Work with degree of Master of Social Work incomplete or pending.

^c/ Including one doctorate in social work, three doctorates pending, and certain diplomas and degrees from British and European schools.

^d/ Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.

^e/ School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

Table 47. PERCENTAGE DISTRIBUTION OF SOCIAL WORK TRAINING BY TYPE OF POSITION,
OCTOBER 1, 1951. PERCENTAGES BASED ON TYPE OF POSITION TOTALS.

(Reporting Agencies only)

Training in a School of Social Work	Total Filled Positions	Administrative	Supervisory	Direct Service			Teaching and Research	Other
				Total	To Individuals	To Groups		
Filled positions	100.0	100.0	100.0	100.0	100.0	100.0	100.0 ^{a/}	a/
TOTAL	30.3	30.1	50.6	25.8	28.4	11.4	75.9	
Graduation from SSW ^{b/}	2.6	2.4	7.1	1.9	2.2	-	3.6	
1-yr. cert. or diploma	8.7	14.0	23.0	4.4	5.0	1.0	16.9	
2-yr. cert. or diploma	10.7	4.8	8.4	13.3	14.5	6.2	8.4	
B.S.W. ^{c/}	7.5	8.5	11.4	5.6	5.9	3.9	41.0	
M.S.W. ^{d/}	e/	e/	e/	e/	e/	e/	6.0	
Misc. ^{d/}								
Some courses ^{f/} in SSW	17.3	18.4	16.7	17.4	18.0	14.0	4.8	
No courses ^{g/} in SSW	52.5	51.5	32.7	56.8	53.7	74.6	19.3	

a/ Total positions less than 100; for numerical distribution, see Table 46.

b/ School of social work.

c/ Including 34 Bachelors of Social Work with degree of Master of Social Work incomplete or pending.

d/ Including one doctorate in social work, three doctorates pending, and certain diplomas and degrees from British and European schools.

e/ Less than one per cent.

f/ Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.

g/ School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

Note: percentages may not always add exactly because of rounding.

Chapter 6. SALARY LEVELS

The salary levels and averages in this Report are accurate only for the Survey date and do not portray salaries at the beginning of 1954.^{1/} Readers are cautioned against using them in this way. On the other hand, differentials between salary levels (in voluntary and public agencies, in different fields of work and types of position) change more slowly than salary rates and thus retain a good deal of significance for current planning. Information on salaries is therefore presented solely for the purpose of these comparisons. It is useful also to examine sex and social work training as factors in salary levels.

In studying salaries in relation to the various agency and position factors, it is important to bear in mind the variations in structure among reporting agencies as discussed in Chapter 2; the organizational relationships of reporting agencies and their size, for example, affect their financial resources. Further, since national figures only are presented, they do not show the differences in salary levels in different parts of the country.

The distributions of salaries for filled positions in reporting agencies are shown in Tables 48 to 54. They are based upon the 3741 positions for which salary returns are available. It will be noted that of the total 3986 filled positions, salaries are 'not given' for 125 positions, 109 voluntary and 16 public. An additional 120 positions are held by secular priests and members of religious orders or communities who were asked not to make salary returns.^{2/} The basic tables for each classification show the distribution of 'not requested' and 'not given' as well as of salary reported; for convenience in reading, the data on reported salaries are repeated in tables giving the averages and quartile figures.

^{1/} Since October 1, 1951, some of the provincial governments and the federal government have introduced general upward revisions of salaries. Advertisements for social work staff in professional journals seem to indicate a trend towards higher salaries in voluntary agencies, at least in filling vacant positions. This impression seems to be confirmed by an as yet unpublished study of salaries in 30 family and child welfare agencies by the Canadian Welfare Council. The most comparable data in the two studies are those for supervisors, and for this group the 1954 data shows a substantially higher median: \$3800 compared with \$3257 in this Report.

^{2/} Agencies of the Salvation Army are included in this category.

Two averages are used, the median^{1/} and the mode^{2/}. With a few exceptions, the median is higher than the mode; where this is the case, it indicates that more than half of the salaries in the frequency are above the modal salary. The upper and lower quartiles are given where these seem helpful to the analysis.

COMPARATIVE SALARY LEVELS

As might be anticipated from the diversity in agency structure and size as well as in staff responsibility, the salary range is extensive, from less than \$1500 to \$7000 or over.^{3/} The distribution of salary returns according to the sex of the occupant of the position and agency auspices is shown in Tables 48 and 49. The median salary for all positions is just over \$2800; the modal salary, that is, the salary paid more often than any other is just over \$2700. One-quarter of the employed staff earn less than \$2338, as shown by the lower quartile and three-quarters less than \$3459.

Salaries for Positions Occupied by Men and Women

These tables show, also, higher salary levels for men than for women. The median salary for men is approximately \$3200 while for women it is about \$2580, a difference of over \$600. It will be noted that the median salary for women is less than the mode and that the difference between the modal salaries for men and women is somewhat less than for the medians. A comparison of the upper and lower quartiles for men and women reflect the fact shown in the distribution, that the majority of staff in the lower salary ranges, that is, those receiving less than \$2000, are women and that in the upper ranges, the majority are men.

Salary Distribution by Auspices

The median in voluntary agencies is \$2620 while in the public field it is \$3090, a difference of \$470. The difference between the lower quartile salaries is only slightly less than this and between the two upper quartiles

^{1/} Half the reported salaries are above the median and half are below.

^{2/} The salary of greatest frequency.

^{3/} At the bottom of the range, 2 reported salaries are between \$900 and \$1000; at the top of the range, 4 salaries are \$10,000 or over.

slightly larger. If salaries for male staff are examined separately, however, the mode is \$445 higher in the public field while the medians show only \$197 difference, the lower quartile a difference of \$128 and the upper quartile a negligible difference of \$67 annually. These figures seem to indicate more stability of lower range salaries in the public field. There is little difference in the proportion of staff earning \$5000 or more in voluntary and public agencies.

One of the factors in the general difference between voluntary and public salaries is probably the large number of small one and two-person agencies in the voluntary field; these suggest small budgets as well as smaller areas of responsibility for many voluntary agencies. The fact that men predominate in the public field and that, on the whole, there are proportionately more men than women in the upper salary ranges will also affect salary levels in public agencies. A minor factor may be a gap in the reporting. As noted in Table 48, there are no salary returns for 109 of the voluntary positions compared with only 16 of the public. The fact that 34 of the unreported salaries are for administrative positions suggests that a small but significant number of high salaries in the voluntary field are among those not given.

A comparison of median salaries within the public field shows a higher average in federal than in provincial agencies. Salaries in reporting agencies under local government auspices are somewhat below provincial salaries, but are generally higher than salaries in voluntary agencies. Again there are certain exceptions: while the salary of greatest frequency for male staff is higher in the local public than in voluntary agencies the median and lower quartile salaries for this group are slightly lower; further, the upper quartile salary of male staff in local government is more than \$450 below that of male staff in the voluntary field.

Salary Distribution by Field of Work

Table 50 shows considerable variation in salary levels in different fields of work. The median salary varies from \$2394 in family welfare to \$3868 in social work teaching. The lowest salaries are in family and child welfare and social work with the physically handicapped, in which voluntary

agencies predominate. In the latter, the salary of greatest frequency is, however, substantially higher than in either of the other two. Also (it will be recalled from Chapter 4) women comprise 88 per cent of employed staff in family welfare and 74 per cent in child welfare.

With the exception of social work teaching, the highest average salaries are to be found in chests and councils which are entirely voluntary but which consist chiefly of executive staff. These two categories also show the highest proportion of salaries \$5000 and over, almost 23 per cent of reported salaries in each. The next higher proportion of salaries in this range is in group work and recreation where it represents 6 per cent of reported salaries.

It will be noted that in social work in hospitals and clinics which, with the exception of social work teaching, has the highest percentage of graduate social workers,^{1/} there are no salaries of \$5000 and over. This may be partly explained by the fact that the administrative staff in this field (comprising 12 per cent) are not directors of independent agencies but are heads of reporting units within larger structures;^{2/} the high percentage of women staff, 85 per cent, may also be a factor.

Salary Distribution by Type of Position

A comparison of salary levels by type of position is shown in Tables 51 and 52. The highest levels are in teaching and research positions,^{3/} with administrative salaries only slightly lower. The tremendous range of administrative salaries from under \$1500 to \$7000 and over should be considered in conjunction with the striking salary variations in the different fields of work discussed above, bearing in mind, also, the variations in responsibility among administrative staff.

The modal salary and the lower quartile in the administrative category are very little higher than in the supervisory. The median salary for administrative positions, on the other hand, is \$357 higher than the median for supervisory positions. The difference of \$845 between the upper quartile in the two categories is partly accounted for by the much higher proportion

^{1/} Table 45.

^{2/} Table 24.

^{3/} The majority of these positions are social work teaching.

of salaries \$5000 and over (16 per cent as compared with 1 per cent) for administrative positions.

The modal salary of \$2663 for direct service positions is somewhat higher than the median salary of \$2609 for this group. These averages are \$648 and \$561 lower, respectively, than those for supervisory positions. There is no appreciable difference in salaries for direct services to individuals and to groups.

Salary Distribution by Social Work Training

Tables 53 and 54 relate salary levels to social work training. The average salaries expressed in the modes and medians are somewhat higher for graduates of schools of social work than for those with either 'some' or 'no courses', although the difference between the median for trained workers and the median for those with no social work training is very slight. The upper quartile of 'no courses' is higher by \$260 than the upper quartile for all social work training but lower by \$223 than that for graduates with 2-year certificates. On the other hand, the upper quartile of staff with some courses is lower than that for all other categories except Bachelors of Social Work. The lower quartile of 'some courses' is below that for all graduates but slightly higher than that for staff with no courses.

The high proportion of staff with salaries \$5000 and over among the 'no courses' category represents to a large extent older, more experienced, male staff in administrative positions. This would seem, at least, to be borne out by data on experience, training and sex distribution in Chapters 4 and 5.^{1/}

Experience appears also to be an important factor in salaries of staff with social work training. Among social work graduates the highest average salaries are those of staff with the older form of 2-year certification, that is, certificates or diplomas. The modal salary of these graduates is \$2825 and the median is \$3197. A comparison of these averages with those of staff with Master's degrees (who also have two years' training) shows that the modes are approximately equal but that the median salary of graduates with a 2-year certificate is some \$240 above that of Masters of

^{1/} See Tables 33, 34, 40, 41, 42 and 46.

Social Work. Also, the upper quartile of staff with 2-year certificates is \$3853 while for Masters it is \$3467, a difference of almost \$400. A similar comparison of the averages and quartiles of graduates with one year's training shows that the salary level for those with one year certificates is higher than that for those with Bachelor's degrees. This is indicated by the fact that the median salary of the group with one year certificates is approximately \$270 above that of the Bachelors, while the upper quartile is \$500 higher. There is little difference, however, between the salary level of graduates with one year certificates and that of Masters of Social Work.

This influence of years of welfare experience on these salaries seems to be confirmed by the information on welfare experience in Table 42. For example, 19 per cent of the graduates with one year certificates and 29 per cent of those with 2-year certificates have 15 years or more of welfare experience compared with less than one per cent of those with Bachelor's degrees and 7 per cent of those with Master's degrees.

Table 48. ANNUAL SALARIES BY SEX^{a/} AND TYPE OF EMPLOYER, OCTOBER 1, 1951.
(Reporting Agencies only)

Annual Salary ^{b/}	Total Filled Positions			Voluntary			Total			Federal			Provincial			Local ^{c/}		
	Total			Total			Total			Total			Total			Total		
	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women
Filled positions TOTAL	3986	1952	2015	2179	749	1419	1807	1203	596	414	341	73	844	494	343	549	368	180
Salary not requested ^{d/}	120	67	52	119	66	52	1	1	-	-	-	-	-	-	-	1	1	-
Salary not given	125	61	62	109	51	56	16	10	6	-	-	-	8	5	3	8	5	3
Salary reported Total	3741	1824	1901	1951	632	1311	1790	1192	590	414	341	73	836	489	340	540	362	177
Under \$1500	77	22	55	53	4	49	24	18	6	-	-	-	20	17	3	4	1	3
\$1500 - \$1999	318	50	264	256	27	225	62	23	39	-	-	-	47	17	30	15	6	9
\$2000 - \$2499	798	262	533	538	103	433	260	159	100	10	4	6	120	61	58	130	94	36
\$2500 - \$2999	1016	404	603	537	162	373	479	242	230	32	22	10	290	137	147	157	83	73
\$3000 - \$3499	650	406	244	259	127	132	391	279	112	61	35	26	189	141	48	141	103	38
\$3500 - \$3999	374	257	117	127	66	61	247	191	56	127	111	16	78	48	30	42	32	10
\$4000 - \$4499	238	195	43	69	50	19	169	145	24	117	109	8	32	20	12	20	16	4
\$4500 - \$4999	120	95	25	37	28	9	83	67	16	38	33	5	29	21	8	16	13	3
\$5000 and over	150	133	17	75	65	10	75	68	7	29	27	2	31	27	4	15	14	1
\$5000 - \$5999	83	71	12	40	34	6	43	37	6	19	17	2	16	13	3	8	7	1
\$6000 - \$6999	37	33	4	18	15	3	19	18	1	6	6	-	10	9	1	3	3	-
\$7000 and over	30	29	1	17	16	1	13	13	-	4	4	-	5	5	-	4	4	-

a/ Figures for men and women will not always agree with the subtotals shown for each salary grouping and type of employer since the subtotals include 19 positions for which sex was not reported.
b/ Including the estimated value of board and lodging where applicable.
c/ Cities, towns, counties and rural municipalities.
d/ Secular priests and members of religious orders or communities were requested not to make salary returns.

Table 49. ANNUAL SALARIES BY SEX^{a/} AND TYPE OF EMPLOYER
SHOWING MODES, MEDIANS AND UPPER AND LOWER QUANTILES, OCTOBER 1, 1961.
(Reporting Agencies only)

Annual Salary ^{b/}	Total Filled Positions				Voluntary				Public				Local ^{c/}			
	Total		Men		Total		Men		Total		Men		Total		Men	
	Total	Women	Total	Women	Total	Women	Total	Women	Total	Women	Total	Women	Total	Women	Total	Women
Salary reported TOTAL	3741	1824	1901	1311	1790	1192	590	414	341	73	836	489	340	540	362	177
Under \$1500	77	22	55	49	24	18	6	-	-	-	20	17	3	4	1	3
\$1500 - \$1999	318	50	264	225	62	23	39	-	-	-	47	17	30	15	6	9
\$2000 - \$2499	798	262	533	433	260	159	100	10	4	6	120	61	58	130	94	36
\$2500 - \$2999	1016	404	603	373	479	242	230	32	22	10	290	137	147	157	83	73
\$3000 - \$3499	650	406	244	132	391	279	112	61	35	26	189	141	48	141	103	38
\$3500 - \$3999	374	257	117	61	247	191	56	127	111	16	78	48	30	42	32	10
\$4000 - \$4499	238	195	43	19	169	145	24	117	109	8	32	20	12	20	16	4
\$4500 - \$4999	120	95	25	9	83	67	16	38	33	5	29	21	8	16	13	3
\$5000 and over	150	133	17	10	75	68	7	29	27	2	31	27	4	15	14	1
\$5000 - \$5999	83	71	12	6	43	37	6	19	17	2	16	13	3	8	7	1
\$6000 - \$6999	37	33	4	3	19	18	1	6	6	-	10	9	1	3	3	-
\$7000 and over	30	29	1	1	13	13	-	4	4	-	5	5	-	4	4	-

Modes, Medians and Quartiles^{d/}

	Mode ^{e/}	Median	Lower Quartile ^{f/}	Upper Quartile ^{g/}	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women
	2724	3184	2657	2339	2776	2312	2800	3221	2764	3308	2806	3130	2726	2760	3139	2757
	2833	3214	2582	2620	3079	2441	3090	3276	2826	3394	2898	3044	2769	2885	2982	2777
	2338	2651	2147	2166	2574	2062	2606	2702	2505	3043	2538	2599	2448	2446	2444	2448
	3459	3936	2976	3153	3886	2870	3756	3953	3301	3898	3397	3478	3177	3351	3425	3155

a/ Figures for men and women will not always agree with the subtotals shown for each salary grouping and type of employer since the subtotals include 19 positions for which sex was not reported.

b/ Including the estimated value of board and lodging where applicable.

c/ Cities, town, counties and rural municipalities.

d/ Based on distribution of salaries reported.

e/ The salary which occurs most frequently.

f/ One quarter of the salaries are below the lower quartile.

g/ Three quarters of the salaries are below the upper quartile.

Table 50. ANNUAL SALARIES BY MAJOR AGENCY FIELDS OF WORK SHOWING MODES AND MEDIANS, OCTOBER 1, 1951.
(Reporting Agencies only)

Annual Salary ^a	Total Filled Positions	Multiple Service	Financial Aid	Family Welfare	Child Welfare ^b	Social Work with Adult Offenders	Social Work in Hospitals and Clinics	Social Work with Physically Handicapped	Group Work and Recreation	Chests and Councils	Social Work Teaching ^c	Other
Filled positions TOTAL	3986	975	386	363	840	81	265	185	700	77	74	40
Salary not requested ^d	120	8	2	41	22	3	3	-	27	4	3	7
Salary not given	125	5	4	7	35	-	4	21	40	7	-	2
Salary reported Total	3741	962	380	315	783	78	258	164	633	66	71	31
Under \$1500	77	20	1	13	9	-	-	19	11	-	-	4
\$1500 - \$1999	318	39	13	61	102	2	11	31	53	2	-	4
\$2000 - \$2499	798	109	97	106	252	13	60	31	120	4	-	6
\$2500 - \$2999	1016	229	109	73	241	25	114	34	173	10	6	2
\$3000 - \$3499	650	202	77	35	98	23	44	20	122	11	17	1
\$3500 - \$3999	374	157	27	9	43	10	19	15	58	15	17	4
\$4000 - \$4499	238	126	17	10	20	4	7	4	34	3	7	6
\$4500 - \$4999	120	47	17	2	8	1	3	4	22	6	8	2
\$5000 and over	150	33	22	6	10	-	-	6	40	15	16	2
\$5000 - \$5999	83	20	11	2	8	-	-	2	23	7	9	1
\$6000 - \$6999	37	7	6	3	-	-	-	1	11	3	5	1
\$7000 and over	30	6	5	1	2	-	-	3	6	5	2	-
Modes and Medians ^e												
Mode ^f	2724	2825	2721	2272	2351	2819	2712	2696	2752	3607	-	-
Median	2833	3208	2862	2394	2559	2980	2754	2515	2883	3700	3868	2875

a/ Including the estimated value of board and lodging where applicable.

b/ Including court services for children.

c/ In school of social work only.

d/ Secular priests and members of religious orders or communities were requested not to make salary returns.

e/ Based on distribution of salaries reported.

f/ The salary which occurs most frequently.

Table 51. ANNUAL SALARIES BY TYPE OF POSITION, OCTOBER 1, 1951.
(Reporting Agencies only)

Annual Salary ^{a/}	Total Filled Positions	Administrative	Supervisory	Direct Service			Teaching and Research ^{b/}	Other
				Total	To Individuals	To Groups		
Filled positions TOTAL	3986	905	395	2580	2195	385	83	23
Salary not requested ^{c/}	120	75	4	40	16	24	1	-
Salary not given	125	34	9	82	56	26	-	-
Salary reported Total	3741	796	382	2458	2123	335	82	23
Under \$1500	77	10	-	67	63	4	-	-
\$1500 - \$1999	318	28	7	282	238	44	1	-
\$2000 - \$2499	798	63	20	709	615	94	-	6
\$2500 - \$2999	1016	123	94	782	672	110	11	6
\$3000 - \$3499	650	145	136	344	281	63	20	5
\$3500 - \$3999	374	127	76	148	135	13	20	3
\$4000 - \$4499	238	95	28	106	99	7	8	1
\$4500 - \$4999	120	76	16	17	17	-	9	2
\$5000 and over	150	129	5	3	3	-	13	-
\$5000 - \$5999	83	67	5	3	3	-	8	-
\$6000 - \$6999	37	33	-	-	-	-	4	-
\$7000 and over	30	29	-	-	-	-	1	-

a/ Including the estimated value of board and lodging where applicable.

b/ Including 21 research positions.

c/ Secular priests and members of religious orders or communities were requested not to make salary returns.

Table 52. ANNUAL SALARIES BY TYPE OF POSITION
SHOWING MODES, MEDIAN AND UPPER AND LOWER QUANTILES, OCTOBER 1, 1961.
(Reporting Agencies only)

Annual Salary ^{a/}	Total Filled Positions	Administrative	Supervisory	Direct Service			Teaching and Research ^{b/}	Other
				Total	To Individuals	To Groups		
Salary reported TOTAL	3741	796	382	2458	2123	335	82	23
Under \$1500	77	10	-	67	63	4	-	-
\$1500 - \$1999	318	28	7	282	238	44	1	-
\$2000 - \$2499	798	63	20	709	615	94	-	6
\$2500 - \$2999	1016	123	94	782	672	110	11	6
\$3000 - \$3499	650	145	136	344	281	63	20	5
\$3500 - \$3999	374	127	76	148	135	13	20	3
\$4000 - \$4499	238	95	28	106	99	7	8	1
\$4500 - \$4999	120	76	16	17	17	-	9	2
\$5000 and over	150	129	5	3	3	-	13	-
\$5000 - \$5999	83	67	5	3	3	-	8	-
\$6000 - \$6999	37	33	-	-	-	-	4	-
\$7000 and over	30	29	-	-	-	-	1	-
Modes, Medians and Quartiles ^{c/}								
Mode ^{d/}	2724	3254	3224	2663	2657	2701	e/	e/
Median	2833	3614	3257	2609	2608	2616	3725	2958
Lower Quartile ^{e/}	2338	2898	2864	2187	2187	2190	3212	2479
Upper Quartile ^{f/}	3459	4539	3694	3005	3008	2997	4583	3542

a/ Including estimated value of board and lodging where applicable.

b/ Including 21 research positions.

c/ Based upon distribution of salaries reported.

d/ The salary which occurs most frequently.

e/ Two modal groups.

f/ One-quarter of the salaries are below the lower quartile.

g/ Three-quarters of the salaries are below the upper quartile.

Table 53. ANNUAL SALARIES BY SOCIAL WORK TRAINING, OCTOBER 1, 1951.
(Reporting Agencies only)

Annual Salary ^{a/}	Total Filled Positions	Graduation from a School of Social Work						Some Courses ^{d/} in SSW	No Courses ^{e/} in SSW
		Total	1-yr. cert. or diploma	2-yr. cert. or diploma	B.S.W. ^{b/}	M.S.W.	Misc. certification ^{c/}		
Filled positions TOTAL	3986	1206	102	347	428	300	29	689	2091
Salary not requested ^{f/}	120	25	-	10	4	11	-	22	73
Salary not given	125	20	2	9	5	4	-	20	65
Salary reported Total	3741	1161	100	328	419	285	29	647	1933
Under \$1500	77	-	-	-	-	-	-	1	76
\$1500 - \$1999	318	26	2	5	11	3	5	50	242
\$2000 - \$2499	798	209	12	41	113	36	7	187	402
\$2500 - \$2999	1016	475	39	88	225	114	9	187	354
\$3000 - \$3499	650	217	26	76	48	65	2	112	321
\$3500 - \$3999	374	118	14	51	16	35	2	46	210
\$4000 - \$4499	238	56	3	33	2	17	1	20	162
\$4500 - \$4999	120	28	1	17	1	8	1	15	77
\$5000 and over	150	32	3	17	3	7	2	29	89
\$5000 - \$5999	83	18	1	11	3	2	1	16	49
\$6000 - \$6999	37	8	-	2	-	5	1	7	22
\$7000 and over	30	6	2	4	-	-	-	6	18

a/ Including the estimated value of board and lodging where applicable.

b/ Including 34 Bachelors of Social Work with degree of Master of Social Work incomplete or pending.

c/ Including one doctorate in social work, three doctorates pending; and certain diplomas and degrees from British and European schools.

d/ Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.

e/ School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

f/ Secular priests and members of religious orders or communities were requested not to make salary returns.

Table 54. ANNUAL SALARIES BY SOCIAL WORK TRAINING
SHOWING MODES, MEDIAN AND UPPER AND LOWER QUANTILES, OCTOBER 1, 1951.
(Reporting Agencies only)

Annual Salaries ^a	Total Filled Positions	Graduation from a School of Social Work						Some Courses in SSWd ^c	No Courses in SSWe ^e
		Total	1-yr. cert. or diploma	2-yr. cert. or diploma	B.S.W.b/	M.S.W.	Misc. certification ^f		
Salary Reported TOTAL	3741	1161	100	328	419	285	29	647	1933
Under \$1500	77	-	-	-	-	-	-	1	76
\$1500 - \$1999	318	26	2	5	11	3	5	50	242
\$2000 - \$2499	798	209	12	41	113	36	7	187	402
\$2500 - \$2999	1016	475	39	88	225	114	9	187	354
\$3000 - \$3499	650	217	26	76	48	65	2	112	321
\$3500 - \$3999	374	118	14	51	16	35	2	46	210
\$4000 - \$4499	238	56	3	33	2	17	1	20	162
\$4500 - \$4999	120	28	1	17	1	8	1	15	77
\$5000 and over	150	32	3	17	3	7	2	29	89
\$5000 - \$5999	83	18	1	11	3	2	1	16	49
\$6000 - \$6999	37	8	-	2	-	5	1	7	22
\$7000 and over	30	6	2	4	-	-	-	6	18

Modes, Medians and Quartiles ^f									
Mode ^g	2724	2755	2842	2825	2649	2822	2822	2297	2297
Median	2833	2864	2962	3197	2690	2954	2954	2848	2848
Lower Quartile ^h	2338	2558	2641	2705	2415	2641	2641	2206	2206
Upper Quartile ⁱ	3459	3370	3423	3853	2923	3467	3467	3630	3630

^a Including the estimated value of board and lodging where applicable. ^b Including 34 Bachelors of Social Work with degree of Master of Social Work incomplete or pending. ^c Including one doctorate in social work, three doctorates pending, and certain diplomas and degrees from British and European schools. ^d Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.

^e School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

^f Based on distribution of salaries reported. ^g The salary which occurs most frequently. ^h Two modal groups.

ⁱ One-quarter of the salaries are below the lower quartile. ^j Three-quarters of the salaries are below the upper quartile.

Chapter 7. SEPARATIONS AND VACANCIES

SEPARATIONS

The Survey requested information on all the separations^{1/} which had occurred in reporting agencies within the twelve months prior to the Survey date, that is, the period which may be termed the Survey year. The agencies were asked to record those who had actually left the agency on the Survey date, but not those whose separations, though planned, had yet to take effect.

The analysis of separations from filled welfare positions is presented in Tables 55 and 56 which examine separations in terms of agency auspices and major field of work and Table 57 which shows a breakdown of separations according to the reasons for staff separations both as these were set out in the Survey questionnaire and also in two groupings on the basis of whether the persons separating were leaving the welfare field, or alternatively, were remaining within it.

These groupings are also employed in the following statement which presents (in advance of a later discussion of this question) welfare staff separations both numerically and as percentages of the total positions in being on the Survey date:-

	<u>Positions and Separations</u>	
	no.	p.c.
Total positions	4221	100
<hr/>		
Total separations	666	16 ^{2/}
Separations of staff remaining in welfare field	276	6
Separations of staff leaving the welfare field	390	9

It will be observed that while the 666 separations noted above represent a turnover rate of about 16 per cent, only 9 per cent of the separations were of persons leaving the welfare field.

^{1/} While the term 'resignation' was employed in the questionnaire, it was defined as applying to all separations from staff including retirement and death, termination of duties and other reasons. The more accurate term 'separation' therefore is generally employed in this Report in discussing staff turnover.

^{2/} Percentages do not add because of rounding.

Similarly when viewed, as below, in terms of the auspices of the reporting agencies, it will be noted that while the rate of separations within voluntary agencies was 19 per cent only 11 per cent were separations of staff leaving the welfare field and that while the rate of separations within public agencies was 11 per cent only 7 per cent involved staff who were leaving the field.

	<u>Voluntary</u>		<u>Public</u>	
	no.	p.c.	no.	p.c.
Total positions	2305	100	1916	100

Total separations	448	19	218	11
Separations of staff remaining in welfare field	196	8	80	4
Separations of staff leaving the welfare field	252	11	138	7

In addition to showing the separations in voluntary and public agencies, Table 55 gives the distribution of separations for the different levels of government and also indicates the number of men and women in each category. It will be noted that the total number of separations and its breakdown as between women and men happens to form the unusual configuration of 666:444:222. The separations of women from welfare positions, that is, were exactly two-thirds and of men exactly one-third of the total separations. Significant relationships may be observed in Table 55 and the two succeeding tables between this distribution by sex and such other distributions of the separations as those by type of employer, by major agency field of work and by the reason for the separations. Additional relationships of significance will be discerned between the separations data and the data concerning filled positions and training presented in previous chapters.

Table 55 shows that the rate of turnover in the public field was most rapid in local government and provincial agencies where it was 14 per cent and 13 per cent respectively compared with 4 per cent in federal agencies.

Table 56 in presenting rates of turnover within major agency fields of work reveals that the highest rates were in child welfare agencies and in welfare positions in hospitals and clinics; in both cases staff separations exceeded one for every five positions. Turnover of welfare staff was also

high in group work and recreation agencies where it was 19 per cent and in family agencies where it was 18 per cent. The four groupings of agencies which had fewer than one hundred established positions on the Survey date - those concerned with adult offenders, chests and councils, schools of social work and 'other' agencies - all had turnover rates in the general range of 12 to 15 per cent. Within this range, as well, were financial aid agencies with a rate of 14 per cent. Multiple service agencies had a lower rate of 9 per cent. Notably low was turnover in the field of social work with the physically handicapped where the rate was 3 per cent.

Reasons for Separations

Table 57 presents an analysis of the separations by men and women according to the reasons they left welfare positions. It will be noted that 206 or 31 per cent of the separations were to take other welfare positions and that a further 70 separations or 10 per cent were to take social work training. Thus 276 or 41 per cent were separations not involving departure from the welfare field. The 59 per cent of separations, 390 in number, which did involve a loss to the welfare field were, in terms of total separations, distributed as follows: 13 per cent to take non-welfare positions; 18 per cent for 'other' reasons including retirement, illness and termination of duties; and 28 per cent for causes associated with marriage.^{1/} A substantially larger percentage of men than of women separating from welfare positions did so for each of the reasons listed except marriage. This difference was particularly marked in respect to separations **to take non-welfare** positions where 22 per cent of the men and 8 per cent of the women resigned for this reason. Within the categories of separations which did not involve a departure from the welfare field, there were also larger percentages of men than of women: 14 per cent compared with 9 per cent to take social work training, and 38 per cent compared with 28 per cent to take another welfare position.

The role of separations as a part of the total recruitment problem is discussed at a later point in connection with demand.

^{1/} This last category, relating almost wholly to women staff, was described in the Survey Reference Paper as including those who 'left welfare positions to be married, because their husbands had moved to another place, pregnancy or any other reason associated with marriage'.

VACANCIES

Tables 58, 59 and 60 examine the 235 vacancies which were reported as existing on the Survey date according to the **auspices** of the reporting unit, the major agency field of work and the type of position.

Duration of Vacancies

The tables also present, in association with the above factors, information on the duration of the vacancies. The length of the vacancies was not reported in 42 cases. This fact suggests that duration may not have presented a problem in these vacancies and that, accordingly, they may be of relatively short duration.

These vacancies are excluded in the following statement which gives the distribution by duration of those vacancies for which the duration is known:-

<u>Duration of Vacancies</u> months	<u>Vacancies of Known Duration</u>	
	no.	p.c.
Total	193	100
0 - 6	126	65
7 - 12	31	16
13 - 18	11	6
19 - 24	11	6
Over 24	14	7

It will be noted that of these vacancies of known duration, 65 per cent had lasted less than six months prior to the date of the count and 81 per cent less than a year. Vacancies which had lasted for over a year numbered 36 and constituted 19 per cent of all vacancies of known duration; of these, 14, comprising 7 per cent, had continued for over **two** years. If it is assumed that most of the 42 vacancies for which the duration was not reported were of short duration, they would further increase the high percentage of **vacancies** which had existed for less than one year.

Vacancies in Voluntary and Public Agencies

An analysis of the vacancies existing on the Survey date according to the auspices of the agencies in which they were found is presented in

Table 58, together with duration in months. Of the 235 vacancies, 54 per cent are in voluntary agencies and 46 per cent in public. This differs very little from the distribution of total welfare positions, 55 per cent of which were in voluntary agencies and 46 per cent in public.^{1/}

The following figures on the duration of vacancies indicate that voluntary agencies were able to fill their vacancies more rapidly than were public agencies.

<u>Duration</u> months	<u>Vacancies in</u> <u>Voluntary Agencies</u>		<u>Vacancies in</u> <u>Public Agencies</u>	
	no.	p.c.	no.	p.c.
Total	126	100	109	100
0 - 6	73	58	53	49
7 - 12	20	16	11	10
13 and over	5	4	31	28
Not given	28	22	14	13

It will be noted that 28 per cent of the positions vacant in public agencies on the Survey date had been vacant for over one year while the comparable figure in voluntary agencies is only 4 per cent. The large number of vacancies for which the duration was not given reduces the validity of the duration data but not so gravely as to call into question the conclusion that the positions in voluntary agencies were being filled more rapidly during the period covered by the Survey than were positions in public agencies. This is further affirmed and illustrated by the 23 vacancies in the public field shown in Table 58 to be of more than a year and a half in duration. Only two vacancies within voluntary agencies had existed for so long a time.

Vacancies by Agency Field of Work

Table 59 shows that the distribution of vacancies by agency field of work differs considerably from the distribution of total positions by this classification given in Table 9. As shown in the figures given below, the fields of work in which the vacancies form a notably smaller percentage of total vacancies than their established positions form of total welfare positions are multiple service, financial aid and child welfare. Fields of work

^{1/} See Table 8.

in which the opposite is true are family welfare and social work in hospitals and clinics. The number of vacancies in the latter is especially to be noted. These form 24 per cent of all vacancies whereas the number of established positions in this field of work is only 8 per cent of total welfare positions. It will be seen, moreover, that 25 of the vacancies in this field had existed for over six months and that 10 of these had a duration of over two years.

The percentage distribution is as follows:-

<u>Agency Field of Work</u>	<u>Total Welfare Positions</u> ^{1/} p.c.	<u>Total Vacancies</u> p.c.
Total	100 ^{2/}	100
Multiple service	24	16
Financial aid	10	8
Family welfare	9	12
Child welfare	21	17
Social work with adult offenders	2	4
Social work in hospitals and clinics	8	24
Social work with physically handicapped	4	1
Group work and recreation	18	16
Chests and councils	2	2
Social work teaching	2	
Other	Less than one per cent	

Vacancies by Type of Positions

Table 60 shows the total vacancies on the Survey date according to type of position. The differences in the distribution of total positions and total vacancies are indicated in the following statement:

^{1/} From Table 9.

^{2/} Percentages do not add because of rounding.

<u>Type of Position</u>	<u>Total Filled Positions</u> ^{1/} p.c.	<u>Total Vacancies</u> p.c.
Total	100 ^{2/}	100 ^{2/}
Administrative	23	15
Supervisory	10	13
Direct service, Total	65	71
To individuals	55	62
To groups	10	8
Other including teaching and research	3	-
Not given	-	1

It will be observed that the percentage of administrative vacancies is smaller and of supervisory positions is greater than the percentages of established positions in these types of work. Vacancies in positions providing direct service to individuals exceed the percentage of established positions in this area.

No vacancies were reported as existing in teaching and research. In other types of position, it will be noted that vacancies of considerable duration were reported. Vacancies which had existed over six months numbered 13 in administrative and 8 in supervisory positions, 41 in positions providing direct service to individuals and 5 in positions providing direct service to groups.

Positions To Be Set Up Within Twelve Months of October 1, 1951

Positions 'to be set up within twelve months after the Survey date' are not considered in connection with vacancy data although they were associated with the vacancy question in the questionnaire. Unlike the vacancy data, however, they give only very partial information. Agencies were asked to report only positions definitely to be set up. It was learned that this placed definite limitations on agency reporting. Voluntary agencies dependent

^{1/} From Table 22.

^{2/} Percentages do not add because of rounding.

upon allocations from community chests were able to report only those positions already approved at the time of the Survey and not on all positions projected for the full twelve months. Similar limits were placed upon many public agencies which could not report proposed positions as definitely to be set up prior to treasury or other official approval. The data elicited, however, though inadequate in extent, has distinct value in relation to employment policy relating to social work education and is accordingly referred to in chapters 8 and 10.

Table 55. ^{a/}SEPARATIONS BY SEX AND TYPE OF EMPLOYER,
FOR YEAR ENDING OCTOBER 1, 1951.

(Reporting Agencies only)

Type of Employer	Total Welfare Positions		Separations					
			Total		Men		Women	
	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.
TOTAL	4221	100.0	666	15.8	222	5.3	444	10.5
Voluntary	2305	100.0	448	19.4	128	5.6	320	13.9
Public	1916	100.0	218	11.4	94	4.9	124	6.5
Federal	462	100.0	19	4.1	11	2.4	8	1.7
Provincial	881	100.0	116	13.2	39	4.4	77	8.7
Local ^{b/}	573	100.0	83	14.5	44	7.7	39	6.8

^{a/} Including resignations, termination of duties, retirement.

^{b/} Cities, towns, counties and rural municipalities.

Note: percentages may not always add exactly because of rounding.

Table 56. SEPARATIONS^{a/} BY SEX AND MAJOR AGENCY FIELD OF WORK,
FOR YEAR ENDING OCTOBER 1, 1951.

(Reporting Agencies only)

Agency Field of Work	Total Welfare Positions		Separations					
			Total		Men		Women	
	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.
TOTAL	4221	100.0	666	15.8	222	5.3	444	10.6
Multiple service	1013	100.0	94	9.3	41	4.0	53	5.2
Financial aid	404	100.0	58	14.4	35	8.7	23	5.7
Family welfare	390	100.0	70	17.9	5	1.3	65	16.7
Child welfare ^{b/}	881	100.0	192	21.8	36	4.1	156	17.7
Social work with adult offenders	90	100.0 ^{c/}	12	13.3	12	13.3	-	-
Social work in hospitals and clinics	321	100.0	67	20.9	7	2.2	60	18.7
Social work with physically handicapped	188	100.0	5	2.7	2	1.1	3	1.6
Group work and recreation	738	100.0	141	19.1	75	10.2	66	8.9
Chests and councils	82	100.0 ^{c/}	12	14.6	7	8.5	5	6.1
Social work teaching ^{d/}	74	100.0 ^{c/}	10	13.5	1	1.4	9	12.2
Other	40	100.0 ^{c/}	5		1		4	

^{a/} Including resignations, termination of duties, retirement.

^{b/} Including court services for children.

^{c/} Total positions less than 100; note distribution.

^{d/} In school of social work only.

Note: percentages may not always add exactly because of rounding.

Table 57. ^{a/}SEPARATIONS BY SEX AND REASON FOR SEPARATION.
FOR YEAR ENDING OCTOBER 1, 1951.

(Reporting Agencies only)

Reason for Separations	Total		Men		Women	
	no.	p.c.	no.	p.c.	no.	p.c.
Separations TOTAL	666	100.0	222	100.0	444	100.0
Separations of staff remaining in welfare field	276	41.4	115	51.8	161	36.3
To take a welfare position	206	30.9	84	37.8	122	27.5
To take social work training	70	10.5	31	14.0	39	8.8
Separations of staff leaving the welfare field	390	58.6	107	48.2	283	63.7
To be married or because of marriage	184	27.6	1	b/	183	41.2
To take a non-welfare position	85	12.8	49	22.1	36	8.1
Other	121	18.2	57	25.7	64	14.4

^{a/} Including resignations, termination of duties, retirement.

^{b/} Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 58. VACANT POSITIONS BY DURATION OF VACANCY
AND TYPE OF EMPLOYER, OCTOBER 1, 1951.

(Reporting Agencies only)

Type of Employer	Total		Duration in Months					
			0-6	7-12	13-18	19-24	Over 24	Not Given
	no.	p.c.	no.	no.	no.	no.	no.	no.
TOTAL	235	100.0	126	31	11	11	14	42
Voluntary	126	53.6	73	20	3	1	1	28
Public	109	46.4	53	11	8	10	13	14
Federal	48	20.4	13	6	6	8	12	3
Provincial	37	15.7	21	1	2	2	1	10
Local ^{a/}	24	10.2	19	4	-	-	-	1

^{a/} Cities, towns, counties and rural municipalities.

Note: percentages may not always add exactly because of rounding.

Table 59. VACANT POSITIONS BY DURATION OF VACANCY
AND MAJOR AGENCY FIELD OF WORK, OCTOBER 1, 1951.

(Reporting Agencies only)

Agency Field of Work	Total		Duration in Months					
			0-6	7-12	13-18	19-24	Over 24	Not Given
	no.	p.c.	no.	no.	no.	no.	no.	no.
TOTAL	235	100.0	126	31	11	11	14	42
Multiple service	38	16.2	17	5	4	3	3	6
Financial aid	18	7.7	14	1	1	-	-	2
Family welfare	27	11.5	16	6	-	-	-	5
Child welfare ^{a/}	41	17.4	27	4	-	-	-	10
Social work with adult offenders	9	3.8	5	3	-	-	-	1
Social work in hospitals and clinics	56	23.8	24	7	1	7	10	7
Social work with physically handicapped	3	1.3	-	2	-	-	-	1
Group work and recreation	38	16.2	20	3	4	1	-	10
Other ^{b/}	5	2.1	3	-	1	-	1	-

^{a/} Including court services for children.

^{b/} Including chests and councils and social work teaching.

Note: percentages may not always add exactly because of rounding.

Table 60. VACANT POSITIONS BY DURATION OF VACANCY
AND TYPE OF POSITION, OCTOBER 1, 1951.

(Reporting Agencies only)

Type of Position	TOTAL		Duration in Months					
			0-6	7-12	13-18	19-24	Over 24	Not Given
	no.	p.c.	no.	no.	no.	no.	no.	no.
TOTAL	235	100.0	126	31	11	11	14	42
Administrative	35	14.9	15	4	3	3	3	7
Supervisory	31	13.2	17	4	1	3	-	6
Direct service Total	166	70.6	91	23	7	5	11	29
To individuals	146	62.1	81	21	4	5	11	24
To groups	20	8.5	10	2	3	-	-	5
Other ^{a/}	-	-	-	-	-	-	-	-
Not given	3	1.3	3	-	-	-	-	-

^{a/} Including social work teaching and research.

Note: percentages may not always add exactly because of rounding.

Chapter 8. SOCIAL WORK TRAINING AS A QUALIFICATION FOR EMPLOYMENT

This chapter presents the findings on agency policy with regard to the employment of graduates of schools of social work. This emphasis on social work training does not seek to minimize the importance of other types of specialization which employing organizations may consider necessary in welfare positions as defined. Information on non-social work training was, however, not asked in the questionnaire since the primary purpose of the Survey was to assess the demand for trained social workers within the total welfare establishment; also, limitations of space forbade inquiries outside the defined scope of the Survey. Where information on other preferences was volunteered, it is referred to in the text.

The first part of the chapter gives a general review of employment policy.^{1/} This summary of the data is sufficient to interpret the outlook of employing agencies in general terms and to bring out some of the points involved in making use of the percentages to estimate requirements for trained social workers. The detailed discussion in the second part, beginning with policy in relation to agency factors, is presented chiefly for its value to readers especially concerned with education for social work. It considers the outlook of voluntary and public agencies on the subject, the variations in policy according to field of work and type of position and, finally, the relation of employment policy to the composition and training of employed staff.

INTERPRETATION OF TERMS

Agencies and institutions were asked to state their policy on the employment of graduate social workers in filling vacancies and new positions to be set up, and in replacing staff in positions now filled if the present occupant of any given position should leave.^{2/} Specifically the question was whether or not graduates of schools of social work would be 'required', 'preferred' or 'not necessary' in each position or vacancy. It is useful to have in mind the definitions of these three terms in reading and interpreting

^{1/} The term 'employment policy' is used in the Report in a specialized sense of policy towards the employment of graduate social workers; it is used in this limited way in preference to 'replacement policy' which was the term employed in the questionnaire.

^{2/} Questionnaire numbers 13 and 26d.

Tables 61 to 82, particularly since some of the replies failed to discriminate between the first two categories.

The definitions are as follows:^{1/} 'required' - every possible effort would be made to secure a graduate of a school of social work; 'preferred' - the agency would give preference to graduation from a school of social work over other qualifications; 'not necessary' - a social worker would not be sought. Both 'required' and 'preferred' indicate a definite policy in favour of the employment of qualified social workers. The difference lies in the amount of effort and time the agency is willing or able to allow for the purpose of securing a qualified person^{2/} for any given position.

The returns on employment policy are coloured, to some extent, by the difficulties experienced by agency heads in securing professionally trained staff. It was learned, for example, from the heads of several large agencies that, although they consistently do their utmost to secure graduate social workers, they had answered 'preferred' to this question, mistakenly assuming the category 'required' to mean that a position must be held open indefinitely for a trained worker. In view of their statutory or other obligations to provide services, these executives considered it not only unrealistic but impossible to keep positions open when graduate social workers were in such short supply.^{3/} To the extent that the replies are based on this misunderstanding of the question, the difference between the two categories 'required' and 'preferred' is diminished. To this extent, also, the policy in favour of trained workers as reported in the 'preferred' category is correspondingly strengthened. Since the proportion of the 'preferred' category which belongs to the 'required' with its greater insistence on professionally trained staff is unknown, the tables presented in this chapter treat the two categories both separately and together. While differences between the categories are stressed in the following analysis, the similarity of outlook should not be lost sight of; that is, that the returns for both required and preferred indicate preference for graduates of schools of social work.

^{1/} For full statement, see Reference Paper 5.

^{2/} Reference should perhaps be made again to the limited use of the term 'trained worker' as an alternative to 'graduate social worker'.

^{3/} A carefully planned in-service program was the alternative worked out by some of these agencies.

PRELIMINARY REVIEW OF EMPLOYMENT POLICY

Inspection of the total 'required and preferred' in Table 61 shows that agency policy is to employ graduates of schools of social work in 79 per cent of the 4221 positions comprising the total reported establishment; in 78 per cent of the 3986 filled positions; and in 86 per cent of the 235 vacancies. Graduates were wanted in about 90 per cent of the positions definitely to be set up within the year (Table 62).^{1/} If 'required' and 'preferred' are examined separately, policy in favour of graduates is more insistent for vacancies and new positions: 'every effort would be made to secure' graduates of schools of social work in 34 per cent of the filled positions; they 'would be given preference over other applicants' in 44 per cent. On the other hand, graduate social workers are 'required' in filling 59 per cent of the vacancies and 'preferred' in 27 per cent. There is only a slight change in these proportions in filling new positions to be set up with 57 per cent 'required' and 33 per cent 'preferred'.

Graduate social workers would 'not be sought' in 16 per cent of the total establishment, 17 per cent of the filled positions, 14 per cent of the vacancies, and 8 per cent of the new positions to be set up. The Survey did not ask for information on the reason social workers would not be sought. Evidence in the returns, however, points to preferences for other types of qualifications. For some positions the primary requirement, for example, is training or experience in such specializations as recreation, work with the blind, nutrition,^{2/} public administration and research.

The percentage for which no policy is stated is small: 5 per cent of filled positions, less than one per cent of vacancies and 2 per cent of new positions to be set up. The lack of any statement on policy may mean indifference or indecision. In either case it indicates absence of a positive choice.

^{1/} Although serious reservations are held about the value of these returns in terms of actual numbers as an estimate of new positions, there can be no doubt of their significance as an expression of employment policy.

^{2/} In a few positions, for example, nutritionist - case workers are wanted, with nutrition the primary consideration in employment.

LEVEL OF TRAINING

Table 63 introduces the level of training desired, that is, the number of years of training wanted in employing graduates of schools of social work. This also is a summary table showing policy in regard to the total establishment, to filled positions, and to vacancies. Of the 3319 welfare positions for which trained workers are required or preferred, two years of training are wanted in 2026 positions. This is 48 per cent of the 4221 positions comprising the total establishment. The positions in the 'required and preferred' category for which one year's training is specified comprise almost 11 per cent of the total establishment, while in 10 per cent one or two years would be equally acceptable. In another 10 per cent of the total establishment, the employing agency gives no indication of a preference regarding length of training. The important fact in the last category is that the agency wants a graduate social worker.

There is little variation in these figures in the distribution of filled positions, which form the great majority of the total establishment. The vacancies, however, show a jump to about 58 per cent for which a 2-year course is wanted and 25 per cent, a 1-year course. Only about 2 per cent specify either one or two years and less than one per cent do not give any information on level of training.

If 'required' and 'preferred' in total establishment and filled positions are examined separately for level of training, it will be found that the 'required' group shows greater emphasis on two years of training. This difference does not show up sharply when the 2-year preferences are expressed as percentages either of total positions or of filled positions as in Table 10. Put as percentages of the total 'required' and the total 'preferred', respectively, as shown below for filled positions, the difference is striking.

Filled Positions Only

	<u>Required</u>		<u>Preferred</u>	
	no.	p.c.	no.	p.c.
Total	1354	100 ^{1/}	1764	100
2-year course	971	72	919	52
1-year or either 1 or 2 years	362	27	460	26
Years not given	21	2	385	22

^{1/} Percentages do not add because of rounding.

In positions for which training is 'required', the number of 2-year graduates wanted is thus 20 per cent higher than in those for which training is 'preferred'. Another point which seems to differentiate between the 'required' and 'preferred' categories of filled positions is the number of positions in which no answer on level of training is given: only 2 per cent of the 'required' and 385 or 22 per cent of the 'preferred'.

With respect to actual vacancies, agency policy favours not only a greater proportion of trained staff but also a higher level of training than for filled positions. It has already been noted that 59 per cent of the 235 vacancies is in the 'required' category compared with 34 per cent of the filled positions. The vacancy figures on level of training reverse the distribution shown for positions as between 'required' and 'preferred': of the 138 vacancies in which graduates of schools of social work are 'required', 89, or 64 per cent, call for a 2-year course whereas 47, or 75 per cent, of the 63 in which social work training is 'preferred' call for two years.

	<u>Vacancies</u>			
	<u>Required</u> no.	p.c.	<u>Preferred</u> no.	p.c.
Total	138	100 ^{1/}	63	100
2-year course	89	64	47	75
1-year or either 1 or 2 years	47	34	16	25
Years not given	2	1	--	-

There are only two vacancies in these two groups in which the level of training is not specified.

A high level of training is also specified for positions to be set up (Table 64). A 2-year course is wanted in 49 of the 88 positions for which graduates are 'required' and in 41 out of the 51 in the 'preferred' category.

^{1/} Percentages do not add because of rounding.

COMMENT ON EMPLOYMENT POLICY FIGURES

In gauging the value of the three sets of figures (that is, those for filled positions, vacancies and positions to be set up) for their usefulness in estimating requirements for trained social work staff, several points are worthy of consideration. Each set shows considerable range between the percentage 'required' and the percentage for the total 'required and preferred'. Also, while the proportion of 'required' for vacancies and new positions is in each case much higher than for filled positions (23 and 25 per cent higher), the differences in the proportions between the totals 'required and preferred' are relatively small, only 7 per cent as between filled positions and vacancies and 12 per cent between filled positions and new positions. This fact seems to minimize the apparent discrepancy between them and may indicate a replacement policy which in the long run would ensure a high proportion of trained social workers. This view is, to some extent, re-enforced by the fact noted at the beginning of this chapter, that an undetermined number of agencies mistakenly answered 'preferred' in cases where they meant that 'every effort would be made to secure' a graduate social worker.

The vacancy figures appear to be more definite and more valid than those which express policy for replacing staff employed on the date of the count. The latter are intended to present, on the whole, a long-term view of requirements for trained social workers and for this reason are probably more tentative than the figures on vacancy policy. It is possible, also, that because the estimate of requirements apply to an undefined future period, they did not receive the same degree of consideration before the returns were made as qualifications for filling either vacancies or new positions to be set up; this possibility could bias the figures in either direction.

Policy decisions on qualifications for staff to fill vacancies, on the other hand, constituted an immediate problem for heads of reporting agencies and presumably represent an acceptable compromise between the requirements of the agencies on the date of the count and their financial ability to support additional staff with the training qualifications they desired. The large proportion of graduate workers wanted to fill positions to be set up within a 12-month period following the Survey date seems to confirm the reliability of

the vacancy figures; like the latter, the question of filling new positions represents a more immediate problem for agency heads than that of meeting possible future separations of staff on their establishment.

Since the 235 vacancies represent an unfilled backlog from separations and new positions, it might be suggested that the high proportion of trained workers wanted to fill them indicates a residual hard core of vacancies for which trained social workers could not be found and would thus account for the lower requirements to meet the normal staff replacements and additions represented in the figures for filled positions. The data on duration of vacancies, however, do not lend too much support to this viewpoint, except perhaps in one field of work.^{1/} It will be recalled that, on the date of the count, 126 or 65 per cent of the 193 vacancies for which duration was reported had been vacant less than six months and a total of 157 or 81 per cent for less than one year. The preference for trained workers in this group was much the same as for all vacancies, 80 to 85 per cent. The 157 vacancies, however, may not represent a much larger proportion of vacancies than is normal to permit mobility of labour and other adjustments within the field. In the numerically small field of welfare, also, other factors such as regional limitations and the necessity of personnel moving to a new community to take a position, may affect mobility and tend to increase the proportion beyond normal. Of the 11 vacancies of 13 to 18 months' duration, trained workers are required or preferred in only about half, a much lower percentage than for vacancies as a whole. The vacancies which seem to constitute a residual group difficult to fill with trained workers are the 11 vacancies of 19 to 24 months and the 14 of over 24 months;^{2/} 17 of these are in social work in hospitals and clinics and 6 in multiple service (these 23 are all in provincial or federal services). The proportion of trained workers required or preferred for vacancies in these two categories of duration is between 90 and 100 per cent; they comprise less than one per cent of the total establishment. They are, of course, too few in number to account for the differences between agency policy in favour of graduates as expressed for filled positions and for vacancies. While they are a group which appear to be persistently difficult to fill, they are a mere fraction of the over-all requirement for trained workers.

^{1/} See Chapter 7.

^{2/} See Table 59.

EMPLOYMENT POLICY IN RELATION TO AGENCY FACTORS

The next group of tables, numbers 65 to 76, permit comparison of employment policy in the different types of employing agencies, agency fields of work, and types of position. Most of the detailed analyses are with reference to positions filled on the Survey date, since more information is available on these; although the 'required' figures are low, as explained above, the data as a whole give a rough indication of the policy that agencies will endeavour to follow in replacing staff as new vacancies occur. Tables on actual vacancies and on positions to be set up are presented where comparable data are available.

Auspices

Table 65 shows that employment policy in favour of graduates is high both in public and voluntary agencies. Social work graduates are required or preferred in 80 per cent of the filled positions in voluntary agencies and in about 76 per cent of the positions in public agencies. Similarly, there is relatively little difference between voluntary and public policy if 'required' and 'preferred' are examined separately. In 35 per cent of the voluntary and 32 per cent of the total public, 'every effort would be made' to secure trained social workers. In 45 per cent of the voluntary and 43 per cent of the total public, graduate workers would be given preference over others.

The figures given below show the percentages of employed staff with social work training on the Survey date and the employment policy with respect to filled positions and vacancies (Table 66). The percentages are based on totals for each type of employing agency.

<u>Type of Employer</u>	<u>Employed Oct. 1/51</u>	<u>Employment Policy</u>	
	Percentage of Graduates ^{1/} In filled positions	Percentage of Graduates 'required and preferred'	
		For filled positions	For vacancies
Voluntary and public	30	78	86
Voluntary	36	80	87
Public	24	76	83

^{1/} From Table 43.

Comparable figures for new positions to be set up are 92 per cent required or preferred in the voluntary field and 36 new positions out of 43 in the public field.

A similar comparison of only the 'required' categories of filled positions and vacancies reveals the higher priority for graduate workers in filling existing vacancies; the proportion of 'required' is high even though vacancies are also subject to the possible misinterpretation of terms discussed earlier in this chapter. It is significant, also, that the percentage of graduates required to fill vacancies in public agencies is much higher than the percentage of graduates required for filled positions and the percentage employed in these agencies on the date of the count. These percentages are as follows:-

<u>Type of Employer</u>	<u>Employed Oct. 1/51</u>	<u>Employment Policy</u>	
	Percentage of Graduates	Percentage of Graduates <u>'required'</u>	
	In filled positions	For filled positions	For vacancies
Voluntary and public	30	34	59
Voluntary	36	35	51
Public	24	32	68

The proportions for positions to be set up are 58 per cent 'required' in voluntary agencies and 23 out of 43 in public agencies.

The level of training figures given in Table 65 show that a higher level is wanted by voluntary than by public agencies. The former specify 2 years in 56 per cent of the positions, the latter in 36 per cent. Voluntary agencies show a somewhat higher percentage of positions where social workers would not be sought than the public services indicate, but this may be counter-balanced to some extent by the greater proportion of 'not given' in the public field.

Turning to the public field, it would seem that the federal service shows a stronger preference for trained workers than other public agencies: 91 per cent of the positions are in the 'required and preferred' category compared with 74 per cent of the provincial and 68 per cent of the local. The

provincial agencies, however, show a higher proportion of graduates 'required'. Trained workers are required in 19 per cent of the federal positions and preferred in 72 per cent. In the provincial field, these proportions are 50 per cent and 24 per cent, respectively, and in local government, 16 per cent and 52 per cent.

In a high proportion of the federal positions in the 'preferred' category, no choice is expressed on level of training. This may be in part accounted for by a large group of positions which involve not only social work but also other duties.

The situation with regard to vacancies (Table 66) does not show much difference in proportion between voluntary and public agencies but, again, reflects a greater emphasis on trained staff. Graduate social workers are required or preferred in 87 per cent of 126 vacancies in the voluntary field and in 83 per cent of the 109 vacancies in the public field. It is indicated in the footnotes that 34 out of 48 vacancies in federal agencies, 35 out of 37 in provincial agencies and 22 out of 24 in local agencies require or prefer qualified workers. Comparable figures for positions to be set up are shown in Table 67.

Agency Field of Work

Table 68 presents employment policy according to agency field of work and Table 69 percentages based on totals for each field. Schools of social work show the highest proportion of positions in which qualified workers would be wanted should vacancies occur in filled positions: they are required or preferred in 73 out of 74 or virtually 100 per cent of the positions. Fields with the next highest proportion are child and family welfare each with 94 per cent of the positions in the 'required and preferred' category and social work in hospitals and clinics with 91 per cent. Graduate social workers are wanted in 86 per cent of the 81 positions in agencies doing social work with adult offenders and 80 per cent of the 77 positions in chests and councils. Agencies classified under multiple service and financial aid show a somewhat smaller proportion, 79 per cent and 66 per cent, respectively.

The two fields with the least preference for graduates, and even in these they are wanted in over 50 per cent of the reported positions, are social work with the physically handicapped and group work and recreation, in which social workers are required or preferred in 57 per cent and 53 per cent of the positions, respectively. In the former, special training in work with the blind is a basic qualification for employment in some positions;^{1/} in the latter, training in physical education, in recreation or in Y.M.C.A. work is sometimes a primary consideration, with social work in some instances a secondary preference.

Again, however, policy in favour of qualified workers is more pronounced for the actual vacancies reported (Table 70). Graduate social workers are required or preferred in 22 out of 38 group work and recreation vacancies and in three out of three vacancies in social work with the physically handicapped. Graduates are wanted to fill all the vacancies reported in social work in hospitals and clinics, social work with adult offenders, family welfare, 'other' including teaching in a school of social work, and to fill 39 out of the 41 vacancies in the field of child welfare. Vacancies in multiple service and financial aid also show a greater proportion of graduate workers wanted than are shown for filled positions in these fields. It will be noted also that for almost half of the vacancies in multiple service, graduates are 'required', while in financial aid, 14 are 'required' out of the total 18 vacancies.

The following percentages based on totals in each field of work compare training of employed staff with employment preferences in respect to filled positions and vacancies:

^{1/} Services to the blind predominate in the reporting agencies in this category.

<u>Agency Field of Work</u>	<u>Employed Oct. 1/51</u>	<u>Employment Policy</u>	
	<u>Proportion of Graduates^{1/}</u>	<u>Proportion of Graduates</u>	
	<u>In filled positions</u>	<u>For filled positions</u>	<u>'required and preferred'</u> <u>For vacancies</u>
	(p.c. except figures in brackets) ^{2/}		
All fields	30	78	86
Multiple service	20	79	(25 out of 38)
Financial aid	17	66	(15 out of 18)
Family welfare	44	94	(27 out of 27)
Child welfare	46	94	(39 out of 41)
Social work with adult offenders	38	86	(9 out of 9)
Social work in hospitals and clinics	62	91	(56 out of 56)
Social work with physically handicapped	11	57	(3 out of 3)
Group work and recreation	12	53	(22 out of 38)
Chests and councils	(34 out of 77)	(62 out of 77)	
Social work teaching	(62 out of 74)	(73 out of 74)	(5 out of 5)
Other	(7 out of 40)	(30 out of 40)	

Positions to be set up (Table 71) show an equally strong preference for trained workers in fields in which public agencies predominate; 18 out of 18 positions to be set up in multiple service agencies require or prefer graduates while this is so in 9 out of 14 positions to be set up in agencies providing financial aid.

Turning back to Table 68 which also shows preferences with respect to level of training, it will be observed that, with the exception of multiple service and social work with the physically handicapped, 2-year training is specified in more than half of the positions in the 'required and preferred' category.

Table 72 presents an additional analysis of preferences for graduates in the different agency fields of work with the positions also distributed according to type of employing agency. This table serves as a further clarification of points already made.

^{1/} From Tables 44 and 45.

^{2/} Percentages not used if totals are under 100.

Type of Position

Table 73 shows employment policy and level of training for filled positions distributed according to type of position. Except for teaching and research, in which 78 out of 83 positions call for graduate workers, the highest proportions of qualified staff are wanted in direct service to individuals with 1871 of 2195 positions, or 85 per cent, in which graduates are required or preferred and in supervisory with practically 85 per cent. The corresponding proportion in administrative is 68 per cent and in direct service to groups 53 per cent. The miscellaneous group 'other' calls for graduates in 17 out of 23 positions. Table 74 gives similar data for vacancies.

The proportion of positions and vacancies (Table 74) in which graduate workers are required and preferred, according to type of position, are shown below, along with the proportion of graduates on the employed staff on October 1, 1951:

<u>Type of Position</u>	<u>Employed Oct. 1/51</u>	<u>Employment Policy</u>	
	Proportion of Graduates ^{1/}	Proportion of Graduates 'required and preferred'	
	In filled positions	For filled positions	For vacancies
(p.c. except figures in brackets)			
All types of position	30	78	86
Administrative	30	68	(29 out of 35)
Supervisory	51	85	(30 out of 31)
Direct service	26	80	85
Teaching & research	(63 out of 83)	(78 out of 83)	no vacancies on date of count
Other	(4 out of 23)	(17 out of 23)	(1 out of 3)

In positions to be set up (Table 75), the proportions are as high: 13 out of 14 are in the required or preferred category in administrative; 19 out of 20 in supervisory; 104 out of 115 in direct service; and 3 out of 6 in other.

^{1/} From Tables 46 and 47.

A similar comparison is made below showing the proportion of positions and vacancies in which social workers are 'required':-

<u>Type of Position</u>	<u>Employed Oct. 1/51</u>	<u>Employment Policy</u>	
	Proportion of Graduates	Proportion of Graduates <u>'required'</u>	
	In filled positions	For filled positions	For vacancies
(p.c. except figures in brackets)			
All types of position	30	34	59
Administrative	30	31	(22 out of 35)
Supervisory	51	54	(27 out of 31)
Direct service	26	30	53
Teaching & research	(63 out of 83)	(59 out of 83) no vacancies	
Other	(4 out of 23)	(12 out of 23) (1 out of 3)	

Again, it is evident that the vacancy figures show a greater insistence on graduation from a school of social work than those for filled positions. As indicated in Table 75, the equivalent figures for positions to be set up are 9 out of 14 'required' in administrative; 17 out of 20 in supervisory; 59 out of 115 in direct service (51 per cent); and 3 out of 6 in 'other'.

Voluntary and Public Positions. Table 76 gives an additional classification of the preferences for graduate workers in the different types of positions with the positions also distributed according to type of employing agency. Some 50 per cent of the administrative positions in which qualified workers are required or preferred are in the voluntary field and 17 per cent in the public field. These percentages are somewhat misleading in that a large part of the difference between the two may be explained by the much greater number of small agencies and hence of administrative positions in the voluntary field than in the public. Within the supervisory where there are only 23 more positions in the voluntary than in the public, the proportion of positions 'required and preferred' does not show much difference in policy between the two: 45 per cent are in the voluntary field and 40 per cent in the public. There is a similar balance in direct service positions of which almost 42 per cent of the total 'required and preferred' are in the voluntary field and 39 per cent in the public.

There is notable similarity of outlook, also, as between the 'required' and 'preferred' categories. Both the voluntary and public agencies show a greater proportion 'preferred' than 'required' in administrative and direct service positions and the reverse in supervisory and teaching positions. This differential, however, is more sharply indicated in the following percentages which are based on the totals for voluntary and public positions in each type of position (excluding teaching):-

	<u>Administrative</u>		<u>Direct Service</u>		<u>Supervisory</u>	
	Voluntary	Public	Voluntary	Public	Voluntary	Public
	p.c.	p.c.	p.c.	p.c.	p.c.	p.c.
Total	100	100	100	100	100	100
Required & preferred	74	55	82	78	85	84
Required	34	25	32	30	56	52
Preferred	40	30	51	49	29	32
Not necessary	24	39	16	10	15	12
Not given	2	6	1	12	-	4

POLICY IN RELATION TO
COMPOSITION AND TRAINING OF EMPLOYED STAFF

Sex and Age Distribution

The three tables which set out employment policy in terms of the sex and age composition of employed staff, that is, Tables 77-79, are of interest primarily in the examination of long-term trends. They may be helpful, also, in that they highlight policy with reference to positions which might be expected to become vacant through retirement or because of marriage.

Table 77 presents the distribution of men and women according to employment policy and level of training. The figures for men as well as for women reflect the high degree of preference for graduate social workers noted throughout but graduates are wanted in a greater proportion of the positions held by women, that is, in 86 per cent of these compared with 70 per cent of the positions held by male staff. The number of graduates 'required' and the level of training wanted is markedly higher for positions in which women are employed.

Table 78 shows employment policy for positions occupied by men and women according to specified age groups, with the percentages based on the age and sex totals. Of the 1138 positions held by women under 40 years of age, social work graduates are required or preferred in 1032 or 91 per cent; graduates are 'required' in 51 per cent of these positions and 'preferred' in 40 per cent. Of the 262 positions held by staff 60 years of age and over, trained workers are required or preferred in 59 per cent; they are 'required' in 24 per cent and 'preferred' in 35 per cent. Although the proportion of trained social workers wanted is lower for this group than for all filled positions, it should be noted that only 10 per cent of the employed staff 60 and over are graduates of a school of social work.

Table 79 presents the same data as Table 78 but the percentages are based on employment policy totals. Fifty-seven per cent of staff in positions for which graduates are required or preferred and 63 per cent of those in positions for which graduates are 'required' are under 40 years of age, while 53 per cent of all employed staff are in this age group. Staff 50 years or older occupy 19 per cent of the positions for which graduates are required or preferred and 14 per cent of those for which they are 'required' compared with 22 per cent of all positions.

Social Work Training of Employed Staff

It would appear from the data in Table 80 that the number of qualified social workers already employed has a definite influence on employment policy. For positions in which graduates are employed on the Survey data, agency policy is almost 100 per cent in favour of the future employment of graduates. Of the positions occupied by staff with 'some courses' in a school of social work, graduates are wanted in 88 per cent. The proportion wanted in positions occupied by staff with 'no courses' is substantially lower but still well over one-half: 63 per cent of the positions in this category. Similarly, the highest proportion of 'required' is shown in the positions in which graduate workers are employed. Graduates are 'not necessary' in only one per cent of the positions in this category compared with almost 10 per cent of the positions in 'some courses' and 28 per cent in 'no courses'.

These figures strongly suggest that where personnel with formal social work training have been employed they have proved their value to the employing agencies. The figures may very well indicate, also, that positions are being classified within the agencies in a way which places both graduate social workers and workers with other specializations where they can make their most effective contribution.

A more detailed analysis of employment policy for positions held by staff with formal training is given in Table 81. Looking first at level of training in the total column, it may be noted that a 2-year course is wanted in 75 per cent of the 1206 positions occupied by graduates. The proportion is higher, over 85 per cent, for positions held by graduates with 2-year training, whether diploma or degree courses. Similarly, it is lower, 53 per cent and 60 per cent respectively, for positions held by one year diploma graduates and Bachelors of Social Work. If the 'required' category is examined separately, a similar relationship is noted.

Salaries

Table 82 shows employment policy in relation to the annual salaries reported on the date of the count. With the exception of the positions in the highest and lowest salary groups, that is, those with over \$7000 and those under \$1500, graduate social workers are required or preferred for well over one-half of the positions in each of the salary groups. In the categories showing annual salaries from \$2000 to \$4499, trained social workers are wanted for more than four-fifths of the positions. They are required or preferred in one-third of the positions with salaries of \$7000 and over and in about two-fifths of those with \$1500 and less. Similarly, graduate social workers are required or preferred in almost three-fifths of the positions occupied by secular priests or members of religious orders or communities and for positions for which salaries were not reported.

Table 61. POLICY RESPECTING EMPLOYMENT
OF GRADUATES OF SCHOOLS OF SOCIAL WORK BY FILLED POSITIONS
AND VACANCIES, OCTOBER 1, 1951.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total Welfare Positions		Filled Positions		Vacancies	
	no.	p.c.	no.	p.c.	no.	p.c.
Welfare positions TOTAL	4221	100.0	3986	100.0	235	100.0
Required and preferred	3319	78.6	3118	78.2	201	85.5
Required	1492	35.4	1354	34.0	138	58.7
Preferred	1827	43.3	1764	44.3	63	26.8
Not necessary	698	16.5	665	16.7	33	14.0
Not given	204	4.8	203	5.1	1	a/

a/ Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 62. POLICY RESPECTING EMPLOYMENT
OF GRADUATES OF SCHOOLS OF SOCIAL WORK BY POSITIONS TO BE SET UP^{a/},
OCTOBER 1, 1951.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total Positions to be Set Up	
	no.	p.c.
Positions to be set up TOTAL	155	100.0
Required and preferred	139	89.7
Required	88	56.8
Preferred	51	32.9
Not necessary	13	8.4
Not given	3	1.9

a/ Within a 12-month period.

Note: percentages may not always add exactly because of rounding.

Table 63. POLICY RESPECTING EMPLOYMENT OF GRADUATES
OF SCHOOLS OF SOCIAL WORK AND LEVEL OF TRAINING
BY FILLED POSITIONS AND VACANCIES, OCTOBER 1, 1951.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total Welfare Positions		Filled Positions		Vacancies	
	no.	p.c.	no.	p.c.	no.	p.c.
Welfare positions TOTAL	4221	100.0	3986	100.0	235	100.0
Required and preferred	3319	78.6	3118	78.2	201	85.5
2-year course	2026	48.0	1890	47.4	136	57.9
1-year course	448	10.6	389	9.8	59	25.1
1 or 2 years	437	10.4	433	10.9	4	1.7
Years not given	408	9.7	406	10.2	2	a/
Required	1492	35.4	1354	34.0	138	58.7
2-year course	1060	25.1	971	24.4	89	37.9
1-year course	206	4.9	159	4.0	47	20.0
1 or 2 years	203	4.8	203	5.1	-	-
Years not given	23	a/	21	a/	2	a/
Preferred	1827	43.3	1764	44.2	63	26.8
2-year course	966	22.9	919	23.1	47	20.0
1-year course	242	5.7	230	5.8	12	5.1
1 or 2 years	234	5.5	230	5.8	4	1.7
Years not given	385	9.1	385	9.7	-	-
Not necessary	698	16.5	665	16.7	33	14.0
Not given	204	4.8	203	5.1	1	a/

a/ Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 64. POLICY RESPECTING EMPLOYMENT OF
GRADUATES OF SCHOOLS OF SOCIAL WORK AND LEVEL OF TRAINING
BY POSITIONS TO BE SET UP^a/, OCTOBER 1, 1951.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total	
	Positions to be Set Up	
	no.	p.c.
Positions to be set up TOTAL	155	100.0
Required and preferred	139	89.7
2-year course	90	58.1
1-year course	42	27.1
1 or 2 years	7	4.5
Years not given	-	-
Required	88	56.8
2-year course	49	31.6
1-year course	35	22.6
1 or 2 years	4	2.6
Years not given	-	-
Preferred	51	32.9
2-year course	41	26.4
1-year course	7	4.5
1 or 2 years	3	1.9
Years not given	-	-
Not necessary	13	8.4
Not given	3	1.9

^a/ Within a 12-month period.

Note: percentages may not always add exactly because of rounding.

Table 65. POLICY RESPECTING EMPLOYMENT OF GRADUATES OF SCHOOLS OF SOCIAL WORK
AND LEVEL OF TRAINING BY FILLED POSITIONS AND TYPE OF EMPLOYER, OCTOBER 1, 1951.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total Filled Positions		Voluntary		Public					
	Total		Total		Federal		Provincial		Local ^a	
	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.
Filled positions	3986	100.0	2179	100.0	1807	100.0	414	100.0	549	100.0
Required and preferred	3118	78.2	1750	80.3	1368	75.7	375	90.6	373	67.9
2-year course	1890	47.4	1232	56.5	658	36.4	75	18.1	238	43.4
1-year course	389	9.8	238	10.9	151	8.4	28	6.8	46	8.4
1 or 2 years	433	10.9	184	8.4	249	13.8	-	-	70	12.8
Years not given	406	10.2	96	4.4	310	17.1	272	65.7	19	3.5
Required	1354	34.0	769	35.3	585	32.4	77	18.6	87	15.8
2-year course	971	24.4	687	31.5	284	15.7	55	13.3	18	3.3
1-year course	159	4.0	62	2.8	97	5.4	20	4.8	19	3.5
1 or 2 years	203	5.1	14	b/ b/	189	10.5	-	-	41	7.5
Years not given	21	b/ b/	6	b/ b/	15	b/ b/	2	b/ b/	9	1.6
Preferred	1764	44.2	981	45.0	783	43.3	298	72.0	286	52.1
2-year course	919	23.1	545	25.0	374	20.7	20	4.8	220	40.1
1-year course	230	5.8	176	8.1	54	3.0	8	1.9	27	4.9
1 or 2 years	230	5.8	170	7.8	60	3.3	-	-	29	5.3
Years not given	385	9.7	90	4.1	295	16.3	270	65.2	10	1.8
Not necessary	665	16.7	399	18.3	266	14.7	39	9.4	158	28.8
Not given	203	5.1	30	1.4	173	9.6	-	-	18	3.3

^a/ Cities, towns, counties and rural municipalities.

^b/ Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 66. POLICY RESPECTING EMPLOYMENT OF GRADUATES OF SCHOOLS OF SOCIAL WORK AND LEVEL OF TRAINING BY VACANCIES AND TYPE OF EMPLOYER, OCTOBER 1, 1951.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work		Total Vacancies		Voluntary		Public	
		no.	p.c.	no.	p.c.	no.	p.c.
Vacancies	TOTAL	235	100.0	126	100.0	109 ^{a/}	100.0
	Required and preferred	201	85.5	110	87.3	91 ^{b/}	83.4
	2-year course	136	57.9	87	69.1	49	45.0
	1-year course	59	25.1	18	14.3	41	37.0
	1 or 2 years	4	1.7	3	2.4	1	^{c/}
	Years not given	2	^{c/}	2	1.6	-	-
	Required	138	58.7	64	50.8	74 ^{d/}	67.9
	2-year course	89	37.9	49	38.9	40	36.7
	1-year course	47	20.0	13	10.3	34	31.2
	1 or 2 years	-	-	-	-	-	-
	Years not given	2	^{c/}	2	1.6	-	-
	Preferred	63	26.8	46	36.5	17	15.6
	2-year course	47	20.0	38	30.2	9	8.3
	1-year course	12	5.1	5	4.0	7	6.4
	1 or 2 years	4	1.7	3	2.4	1	^{c/}
	Years not given	-	-	-	-	-	-
	Not necessary	33	14.0	15	11.9	18	16.5
	Not given	1	^{c/}	1	^{c/}	-	-

a/ 48 federal, 37 provincial and 24 local.

b/ 34 federal, 35 provincial and 22 local.

c/ Less than one per cent.

d/ 33 federal, 24 provincial and 17 local.

Note: percentages may not always add exactly because of rounding.

Table 67. POLICY RESPECTING EMPLOYMENT OF GRADUATES OF SCHOOLS OF SOCIAL WORK AND LEVEL OF TRAINING BY POSITIONS TO BE SET UP^{a/} AND TYPE OF EMPLOYER, OCTOBER 1, 1951.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total Positions to be Set Up		Voluntary		Public	
	no.	p.c.	no.	p.c.	no.	p.c.
Positions to be set up TOTAL	155	100.0	112	100.0	43 ^{b/}	^{c/}
Required and preferred	139	89.7	103	92.0	36 ^{d/}	
2-year course	90	58.1	76	67.9	14	
1-year course	42	27.1	22	19.6	20	
1 or 2 years	7	4.5	5	4.5	2	
Years not given	-	-	-	-	-	
Required	88	56.8	65	58.0	23 ^{e/}	
2-year course	49	31.6	45	40.2	4	
1-year course	35	22.6	17	15.2	18	
1 or 2 years	4	2.6	3	2.7	1	
Years not given	-	-	-	-	-	
Preferred	51	32.9	38	33.9	13	
2-year course	41	26.4	31	27.7	10	
1-year course	7	4.5	5	4.4	2	
1 or 2 years	3	1.9	2	1.8	1	
Years not given	-	-	-	-	-	
Not necessary	13	8.4	6	5.4	7	
Not given	3	1.9	3	2.7	-	

^{a/} Within a 12-month period.

^{b/} 5 federal, 23 provincial and 15 local.

^{c/} Total positions less than 100; note distribution.

^{d/} 1 federal, 23 provincial and 12 local.

^{e/} 1 federal, 17 provincial and 5 local.

Note: percentages may not always add exactly because of rounding.

Table 68. POLICY RESPECTING EMPLOYMENT OF GRADUATES OF SCHOOLS OF SOCIAL WORK
AND LEVEL OF TRAINING BY FILLED POSITIONS AND MAJOR AGENCY FIELD OF WORK, OCTOBER 1, 1951.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total Filled Positions	Multiple Service	Finan- cial Aid	Family Welfare	Child Welfare	Social Work with Adult Offenders	Social Work in Hosp- itals and Clinics	Social Work with Physically Handicapped	Group Work and Re- creation	Chests and Councils	Social Work Teaching	Other
Filled positions TOTAL	3986	975	386	363	840	81	265	185	700	77	74	40
Required and preferred	3118	774	256	340	793	70	242	106	372	62	73	30
2-year course	1890	270	158	235	599	36	211	32	200	50	73	26
1-year course	389	74	44	66	101	6	20	14	57	4	-	3
1 or 2 years	433	167	47	33	67	16	5	59	36	2	-	1
Years not given	406	263	7	6	26	12	6	1	79	6	-	-
Required	1354	320	81	134	407	27	191	26	63	38	62	5
2-year course	971	108	13	123	345	17	185	22	60	31	62	5
1-year course	159	53	37	7	47	6	4	1	3	1	-	-
1 or 2 years	203	159	30	4	4	2	-	3	-	1	-	-
Years not given	21	-	1	-	11	2	2	-	-	5	-	-
Preferred	1764	454	175	206	386	43	51	80	309	24	11	25
2-year course	919	162	145	112	254	19	26	10	140	19	11	21
1-year course	230	21	7	59	54	-	16	13	54	3	-	3
1 or 2 years	230	8	17	29	63	14	5	56	36	1	-	1
Years not given	385	263	6	6	15	10	4	1	79	1	-	-
Not necessary	665	56	113	17	43	11	17	72	313	12	1	10
Not given	203	145	17	6	4	-	6	7	15	3	-	-

a/ Including court services for children.

b/ In school of social work only.

Table 69. PERCENTAGE DISTRIBUTION OF POLICIES RESPECTING EMPLOYMENT OF GRADUATES
OF SCHOOLS OF SOCIAL WORK BY FILLED POSITIONS AND MAJOR AGENCY FIELD OF WORK,
OCTOBER 1, 1951. PERCENTAGES BASED ON FIELD OF WORK TOTALS.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total Filled Positions	Multiple Service	Finan- cial Aid	Family Welfare	Child a/ Welfare	Social Work with Adult Offenders	Social Work in Hosp- itals and Clinics	Social Work with Physically Handicapped	Group Work and Re- creation	Chests and Councils	Social Work Teaching b/	Other
Filled positions	100.0	100.0	100.0	100.0	100.0	100.0 ^{c/}	100.0	100.0	100.0	100.0 ^{c/}	100.0 ^{a/}	c/
Required and preferred	78.2	79.4	66.3	93.7	94.4	86.4	91.3	57.3	53.1	80.5	98.6	
Required	34.0	32.8	21.0	36.9	48.4	33.3	72.1	14.0	9.0	49.4	83.8	
Preferred	44.2	46.6	45.3	56.8	46.0	53.1	19.2	43.2	44.1	31.2	14.9	
Not necessary	16.7	5.7	29.3	4.7	5.1	13.6	6.4	38.9	44.7	15.6	1.4	
Not given	5.1	14.9	4.4	1.6	d/	-	2.3	3.8	2.1	3.9	-	

a/ Including court services for children.

b/ In school of social work only.

c/ Total positions less than 100; for numerical distribution, see Table 68.

d/ Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 70. POLICY RESPECTING EMPLOYING OF GRADUATES OF SCHOOLS OF SOCIAL WORK
BY VACANCIES AND MAJOR AGENCY FIELD OF WORK, OCTOBER 1, 1951.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total Vacancies	Multiple Service	Financial Aid	Family Welfare	Child Welfare ^{a/}	Social Work with Adult Offenders	Social Work in Hospitals and Clinics	Social Work with Physically Handicapped	Group Work and Recreation	b/ Other
Vacancies	235	38	18	27	41	9	56	3	38	5
Required and preferred	201	25	15	27	39	9	56	3	22	5
Required	138	18	14	20	14	7	48	2	13	2
Preferred	63	7	1	7	25	2	8	1	9	3
Not necessary	33	13	3	-	1	-	-	-	16	-
Not given	1	-	-	-	1	-	-	-	-	-

^{a/} Including court services for children.

^{b/} Including chests and councils and social work teaching.

Table 71. POLICY RESPECTING EMPLOYMENT OF GRADUATES OF SCHOOLS
OF SOCIAL WORK BY POSITIONS TO BE SET UP^a AND MAJOR AGENCY FIELD OF WORK, OCTOBER 1, 1951.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total Positions to be set up	Multiple Service	Financial Aid	Family Welfare	Child Welfare ^b	Social Work with Adult Offenders	Social Work in Hospitals and Clinics	Social Work with Physically Handicapped	Group Work and Recreation	Other ^c
Positions to be set up TOTAL	155	18	14	13	51	9	17	6	19	8
Required and preferred	139	18	9	12	48	9	17	5	15	6
Required	88	15	4	10	23	6	13	4	8	5
Preferred	51	3	5	2	25	3	4	1	7	1
Not necessary	13	-	5	1	1	-	-	1	4	1
Not given	3	-	-	-	2	-	-	-	-	1

^a Within a 12-month period.

^b Including court services for children.

^c Including chests and councils and social work teaching.

Table 72. POLICY RESPECTING EMPLOYMENT OF GRADUATES OF SCHOOLS OF SOCIAL WORK
BY FILLED POSITIONS, TYPE OF EMPLOYER AND MAJOR AGENCY FIELD OF WORK, OCTOBER 1, 1951.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total Filled Positions	Multiple Service	Finan- cial Aid	Family Welfare	Child Welfare	Social Work with Adult Offenders	Social Work in Hosp- itals and Clinics	Social Work with Physically Handicapped	Group Work and Re- creation	Chests and Councils	Social Work Teaching	b/Other
Filled positions TOTAL	3986	975	386	363	840	81	265	185	700	77	74	40
Required and preferred	3118	774	256	340	793	70	242	106	372	62	73	30
Required Preferred	1354	320	81	134	407	27	191	26	63	38	62	5
Not necessary	1764	454	175	206	386	43	51	80	309	24	11	25
Not given	665	56	113	17	43	11	17	72	313	12	1	10
Voluntary	203	145	17	6	4	-	6	7	15	3	-	-
Required and preferred	2179	8	9	355	749	34	132	170	588	77	31	26
Required Preferred	1750	2	6	338	711	32	122	104	326	62	31	16
Not necessary	769	2	-	134	372	17	84	24	63	38	30	5
Not given	981	-	6	204	339	15	38	80	263	24	1	11
Public	399	6	3	11	34	2	7	66	248	12	-	10
Required and preferred	30	-	-	6	4	-	3	-	14	3	-	-
Required Preferred	1807	967	377	8	91	47	133	15	112	-	43	14
Not necessary	1368	772	250	2	82	38	120	2	46	-	42	14
Not given	585	318	81	-	35	10	107	2	-	-	32	-
Required Preferred	783	454	169	2	47	28	13	-	46	-	10	14
Not necessary	266	50	110	6	9	9	10	6	65	-	1	-
Not given	173	145	17	-	-	-	3	7	1	-	-	-

a/ Including court services for children.

b/ In school of social work only.

Table 73. POLICY RESPECTING EMPLOYMENT OF GRADUATES OF SCHOOLS OF SOCIAL WORK
AND LEVEL OF TRAINING BY FILLED POSITIONS AND TYPE OF POSITION, OCTOBER 1, 1951.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total Filled Positions		Adminis- trative		Supervisory		Direct Service				Teaching and Research		Other			
	no.	p.c.	no.	p.c.	no.	p.c.	Total		To Individuals		To Groups		no.	p.c.	no.	p.c.
							no.	p.c.	no.	p.c.	no.	p.c.				
Filled positions	3986	100.0	905	100.0	395	100.0	2580	100.0	2195	100.0	385	100.0	83	100.0 ^{a/}	23	a/
TOTAL																
Required and preferred	3118	78.2	615	68.0	334	84.6	2074	80.4	1871	85.2	203	52.7	78	94.0	17	
2-year course	1890	47.4	442	48.8	269	68.1	1086	42.1	1001	45.6	85	22.1	77	92.8	16	
1-year course	389	9.8	65	7.2	24	6.1	299	11.6	245	11.2	54	14.0	-	-	1	
1 or 2 years	433	10.9	58	6.4	11	2.8	363	14.1	338	15.4	25	6.5	1	1.2	-	
Years not given	406	10.2	50	5.5	30	7.6	326	12.6	287	13.1	39	10.1	-	-	-	
Required	1354	34.0	282	31.2	213	53.9	788	30.5	757	34.5	31	8.0	59	71.1	12	
2-year course	971	24.4	239	26.4	196	49.6	466	18.1	444	20.2	22	5.7	59	71.1	11	
1-year course	159	4.0	29	3.2	15	3.8	114	4.4	107	4.9	7	1.8	-	-	1	
1 or 2 years	203	5.1	6	b/	2	b/	195	7.6	193	8.8	2	b/	-	-	-	
Years not given	21	b/	8	b/	-	-	13	b/	13	b/	-	-	-	-	-	
Preferred	1764	44.2	333	36.8	121	30.6	1286	49.8	1114	50.8	172	44.7	19	22.9	5	
2-year course	919	23.1	203	22.4	73	18.5	620	24.0	557	25.4	63	16.4	18	21.7	5	
1-year course	230	5.8	36	4.0	9	2.3	185	7.2	138	6.3	47	12.2	-	-	-	
1 or 2 years	230	5.8	52	5.8	9	2.3	168	6.5	145	6.6	23	6.0	1	1.2	-	
Years not given	385	9.7	42	4.6	30	7.6	313	12.1	274	12.5	39	10.1	-	-	-	
Not necessary	665	16.7	262	29.0	54	13.7	338	13.1	168	7.6	170	44.2	5	6.0	6	
Not given	203	5.1	28	3.1	7	1.8	168	6.5	156	7.1	12	3.1	-	-	-	

a/ Total positions less than 100; note distribution.

b/ Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 74. POLICY RESPECTING THE EMPLOYMENT OF GRADUATES
OF SCHOOLS OF SOCIAL WORK BY
VACANCIES AND TYPE OF POSITION, OCTOBER 1, 1951.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total Vacancies	Adminis- trative	Super- visory	Direct Service			Other ^{a/}	Not Given
				Total	To Indi- viduals	To Groups		
Vacancies TOTAL	235	35	31	166	146	20	-	3
Required and preferred	201	29	30	141	131	10	-	1
Required	138	22	27	88	83	5	-	1
Preferred	63	7	3	53	48	5	-	-
Not necessary	33	6	1	24	14	10	-	2
Not given	1	-	-	1	1	-	-	-

^{a/} Including teaching and research.

Table 75. POLICY RESPECTING EMPLOYMENT OF GRADUATES OF
SCHOOLS OF SOCIAL WORK BY POSITIONS TO BE SET UP^{a/}
AND TYPE OF POSITION, OCTOBER 1, 1951.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total Positions to be Set Up	Adminis- trative	Super- visory	Direct Service			Other ^{b/}
				Total	To Indi- viduals	To Groups	
Positions to be set up TOTAL	165	14	20	115	98	17	6
Required and preferred	139	13	19	104	92	12	3
Required	88	9	17	59	53	6	3
Preferred	51	4	2	45	39	6	-
Not necessary	13	-	1	9	4	5	3
Not given	3	1	-	2	2	-	-

^{a/} Within a 12-month period.

^{b/} Including teaching and research.

Table 76. POLICY RESPECTING EMPLOYMENT OF GRADUATES OF SCHOOLS OF SOCIAL WORK
BY FILLED POSITIONS, TYPE OF EMPLOYER AND TYPE OF POSITION, OCTOBER 1, 1951.
(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total Filled Positions		Adminis- trative		Super- visory		Direct Service						Teaching and Research		Other	
							Total		To Indi- viduals		To Groups					
	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.
Filled positions	3986	100.0	905	100.0	395	100.0	2580	100.0	2195	100.0	385	100.0	83	100.0 ^{a/}	23	a/
TOTAL																
Required and preferred	3118	78.2	615	68.0	334	84.6	2074	80.4	1871	85.2	203	52.7	78	94.0	17	
Required	1354	34.0	282	31.2	213	53.9	788	30.5	757	34.5	31	8.1	59	71.1	12	
Preferred	1764	44.2	333	36.8	121	30.6	1286	49.8	1114	50.8	172	44.7	19	22.9	5	
Not necessary	665	16.7	262	29.0	54	13.7	338	13.1	168	7.6	170	44.2	5	6.0	6	
Not given	203	5.1	28	3.1	7	1.8	168	6.5	156	7.1	12	3.1	-	-	-	
<u>Voluntary</u>	2179	54.7	625	69.1	209	52.9	1304	50.5	1009	46.0	295	76.6	30	36.1	11	
Required and preferred	1750	43.9	461	50.9	177	44.8	1075	41.7	914	41.6	161	41.8	30	36.1	7	
Required	769	19.3	211	23.3	116	29.4	412	16.0	385	17.5	27	7.0	26	31.3	4	
Preferred	981	24.6	250	27.6	61	15.4	663	25.7	529	24.1	134	34.8	4	4.8	3	
Not necessary	399	10.0	153	16.9	32	8.1	210	8.1	86	3.9	124	32.2	-	-	4	
Not given	30	b/	11	1.2	-	-	19	b/	9	b/	10	2.6	-	-	-	
<u>Public</u>	1807	45.3	280	30.9	186	47.1	1276	49.5	1186	54.0	90	23.4	53	63.9	12	
Required and preferred	1368	34.3	154	17.0	157	39.8	999	38.7	957	43.6	42	10.9	48	57.8	10	
Required	585	14.7	71	7.8	97	24.6	376	14.6	372	17.0	4	1.0	33	39.8	8	
Preferred	783	19.6	83	9.2	60	15.2	623	24.2	585	26.6	38	9.9	15	18.1	2	
Not necessary	266	6.7	109	12.0	22	5.6	128	5.0	92	3.7	46	12.0	5	6.0	2	
Not given	173	4.3	17	1.9	7	1.8	149	5.8	147	6.7	2	b/	-	-	-	

a/ Total positions less than 100; note distribution.

b/ Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 77. POLICY RESPECTING EMPLOYMENT OF
GRADUATES OF SCHOOLS OF SOCIAL WORK AND LEVEL OF TRAINING
BY FILLED POSITIONS AND SEX^a OF OCCUPANT, OCTOBER 1, 1951.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total Filled Positions		Men		Women	
	no.	p.c.	no.	p.c.	no.	p.c.
Filled positions TOTAL	3986	100.0	1952	100.0	2015	100.0
Required and preferred	3118	78.2	1366	70.0	1743	86.5
2-year course	1890	47.4	682	34.9	1200	59.6
1-year course	389	9.8	135	6.9	253	12.6
1 or 2 years	433	10.9	200	10.3	233	11.6
Years not given	406	10.2	349	17.9	57	2.8
Required	1354	34.0	413	21.2	937	46.5
2-year course	971	24.4	252	12.9	715	35.5
1-year course	159	4.0	68	3.5	91	4.5
1 or 2 years	203	5.1	86	4.4	117	5.8
Years not given	21	b/	7	b/	14	b/
Preferred	1764	44.2	953	48.8	806	40.0
2-year course	919	23.1	430	22.0	485	24.1
1-year course	230	5.8	67	3.4	162	8.0
1 or 2 years	230	5.8	114	5.8	116	5.8
Years not given	385	9.7	342	17.5	43	2.1
Not necessary	665	16.7	438	22.4	224	11.1
Not given	203	5.1	148	7.6	48	2.4

a/ Figures for men and women will not always agree with replacement policy subtotals since the subtotals include 19 positions for which sex was not reported.

b/ Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 78. POLICY RESPECTING EMPLOYMENT OF GRADUATES OF SCHOOLS OF SOCIAL WORK BY FILLED POSITIONS, AGE AND SEX^a OF OCCUPANT, OCTOBER 1, 1951.
PERCENTAGES BASED ON AGE AND SEX TOTALS.

(Reporting Agencies only)

Age and Sex	Total Filled Positions		Graduates Required or Preferred						Graduates Not Necessary		Not Given	
	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.
Filled positions TOTAL	3986	100.0	3118	78.2	1354	34.0	1764	44.3	665	16.7	203	5.1
Men	1952	100.0	1366	70.0	413	21.2	953	48.8	438	22.4	148	7.6
Women	2015	100.0	1743	86.5	937	46.5	806	40.0	224	11.1	48	2.4
24 years and under	380	100.0	327	86.1	136	35.8	191	50.3	48	12.6	5	1.3
Men	99	100.0 ^{b/}	76	76.8	17	17.2	59	59.6	22	22.2	1	1.0
Women	280	100.0	250	89.3	118	42.1	132	47.1	26	9.3	4	1.4
25 - 29	682	100.0	594	87.1	302	44.3	292	42.8	75	11.0	13	1.9
Men	293	100.0	231	78.8	83	28.3	148	50.5	55	18.8	7	2.4
Women	385	100.0	360	93.5	216	56.1	144	37.4	20	5.2	5	1.3
30 - 39	1039	100.0	867	83.5	418	40.2	449	43.2	145	14.0	27	2.6
Men	563	100.0	445	79.0	170	30.2	275	48.9	96	17.1	22	3.9
Women	473	100.0	422	89.2	248	52.4	174	36.8	49	10.4	2	^{c/}
40 - 49	844	100.0	632	74.9	278	32.9	354	41.9	162	19.2	50	5.9
Men	413	100.0	264	63.9	79	19.1	185	44.8	112	27.1	37	9.0
Women	427	100.0	367	86.0	199	46.6	168	39.3	50	11.7	10	2.3
50 - 59	631	100.0	450	71.3	123	19.5	327	51.8	130	20.6	51	8.1
Men	353	100.0	229	64.9	31	8.8	198	56.1	88	24.9	36	10.2
Women	277	100.0	221	79.8	92	33.2	129	46.6	41	14.8	15	5.4
60 - 64	155	100.0	94	60.7	22	14.2	72	46.5	40	25.8	21	13.6
Men	103	100.0 ^{b/}	60	58.3	8	7.8	52	50.5	27	26.2	16	15.6
Women	52	100.0 ^{b/}	34		14		20		13		5	
65 and over	107	100.0	60	56.1	41	38.3	19	17.8	19	17.8	28	26.2
Men	67	100.0 ^{b/}	26		14		12		15		26	
Women	40	100.0 ^{b/}	34		27		7		4		2	
Age not given	148	100.0	94	63.5	34	23.0	60	40.5	46	31.1	8	5.4
Men	61	100.0 ^{b/}	35		11		24		23		3	
Women	81	100.0 ^{b/}	55		23		32		21		5	

^{a/} Figures for men and women will not always agree with totals and subtotals for each age group since the subtotals include 19 positions for which sex was not reported.

^{b/} Total positions less than 100; note distribution.

^{c/} Less than one per cent.

Notes: percentages may not always add exactly because of rounding.

Table 79. POLICY RESPECTING EMPLOYMENT OF GRADUATES OF SCHOOLS OF SOCIAL WORK
BY FILLED POSITIONS AND AGE AND SEX^a OF OCCUPANT, OCTOBER 1, 1951.
PERCENTAGES BASED ON EMPLOYMENT POLICY TOTALS.

(Reporting Agencies only)

Age and Sex	Total Filled Positions		Graduates Required or Preferred						Graduates Not Necessary		Not Given	
	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.
Filled positions TOTAL	3986	100.0	3118	100.0	1354	100.0	1764	100.0	665	100.0	203	100.0
Men	1952	49.0	1366	43.8	413	30.5	953	54.0	438	65.9	148	72.9
Women	2015	50.6	1743	55.9	937	69.2	806	45.7	224	33.7	48	23.7
24 years and under	380	9.5	327	10.5	136	10.0	191	10.8	48	7.2	5	2.5
Men	99	2.5	76	2.4	17	1.3	59	3.3	22	3.3	1	b/
Women	280	7.0	250	8.0	118	8.7	132	7.5	26	3.9	4	2.0
25 - 29	682	17.1	594	19.1	302	22.3	292	16.6	75	11.3	13	6.4
Men	293	7.4	231	7.4	83	6.1	148	8.4	55	8.3	7	3.5
Women	385	9.7	360	11.6	216	16.0	144	8.2	20	3.0	5	2.5
30 - 39	1039	26.1	867	27.8	418	30.9	449	25.5	145	21.8	27	13.3
Men	563	14.1	445	14.3	170	12.6	275	15.6	96	14.4	22	10.8
Women	473	11.9	422	13.5	248	18.3	174	9.9	49	7.4	2	b/
40 - 49	844	21.2	632	20.3	278	20.5	354	20.1	162	24.4	50	24.6
Men	413	10.4	264	8.5	79	5.8	185	10.5	112	16.8	37	18.2
Women	427	10.7	367	11.8	199	14.7	168	9.5	50	7.5	10	4.9
50 - 59	631	15.8	450	14.4	123	9.1	327	18.5	130	19.6	51	25.1
Men	353	8.9	229	7.3	31	2.3	198	11.2	88	13.2	36	17.7
Women	277	7.0	221	7.1	92	6.8	129	7.3	41	6.2	15	7.4
60 - 64	155	3.9	94	3.0	22	1.6	72	4.1	40	6.0	21	10.3
Men	103	2.6	60	1.9	8	b/	52	3.0	27	4.1	16	7.9
Women	52	1.3	34	1.1	14	1.0	20	1.1	13	2.0	5	2.5
65 and over	107	2.7	60	1.9	41	3.0	19	1.1	19	2.9	28	13.8
Men	67	1.7	26	b/	14	1.0	12	b/	15	2.3	26	12.8
Women	40	1.0	34	1.1	27	2.0	7	b/	4	b/	2	1.0
Age not given	148	3.7	94	3.0	34	2.5	60	3.4	46	6.9	8	3.9
Men	61	1.5	35	1.1	11	b/	24	1.4	23	3.5	3	1.5
Women	81	2.0	55	1.8	23	1.7	32	1.8	21	3.2	5	2.5

a/ Figures for men and women will not always agree with totals and subtotals for each age group since the subtotals include 19 positions for which sex was not reported.

b/ Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 80. POLICY RESPECTING EMPLOYMENT
OF GRADUATES OF SCHOOLS OF SOCIAL WORK AND LEVEL OF TRAINING
BY SOCIAL WORK TRAINING OF PRESENT STAFF, OCTOBER 1, 1951.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Social Work Training of Staff							
	Total Filled Positions		Graduation from SSW ^{a/}		Some Courses ^{b/} in SSW		No Courses ^{c/} in SSW	
	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.
Filled positions TOTAL	3986	100.0	1206	100.0	689	100.0	2091	100.0
Required and preferred	3118	78.2	1185	98.3	609	88.4	1324	63.3
2-year course	1890	47.4	901	74.7	445	64.6	544	26.0
1-year course	389	9.8	129	10.7	70	10.2	190	9.1
1 or 2 years	433	10.9	123	10.2	64	9.3	246	11.8
Years not given	406	10.2	32	2.6	30	4.4	344	16.4
Required	1354	34.0	905	75.0	209	30.3	240	11.5
2-year course	971	24.4	703	58.3	163	23.7	105	5.0
1-year course	159	4.0	87	7.2	14	2.0	58	2.8
1 or 2 years	203	5.1	104	8.6	26	3.8	73	3.5
Years not given	21	d/	11	d/	6	d/	4	d/
Preferred	1764	44.2	280	23.2	400	58.1	1084	51.8
2-year course	919	23.1	198	16.4	282	40.9	439	21.0
1-year course	230	5.8	42	3.5	56	8.1	132	6.3
1 or 2 years	230	5.8	19	1.6	38	5.5	173	8.3
Years not given	385	9.7	21	1.7	24	3.5	340	16.3
Not necessary	665	16.7	12	1.0	67	9.7	586	28.0
Not given	203	5.1	9	d/	13	1.9	181	8.7

a/ School of social work.

b/ Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.

c/ School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

d/ Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 81. POLICY RESPECTING EMPLOYMENT OF GRADUATES OF SCHOOLS
OF SOCIAL WORK BY GRADUATES IN WELFARE POSITIONS AND TYPE OF DEGREE, OCTOBER 1, 1951.
(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total Graduates from SSW ^{a/}		1-year Certificate or Diploma		2-year Certificate or Diploma		B.S.W. ^{b/}		M.S.W.		Miscellaneous Certification ^{c/}	
	no.	p.o.	no.	p.o.	no.	p.o.	no.	p.o.	no.	p.c.	no.	p.o.
Graduates from SSW^{a/} TOTAL	1206	100.0	102	100.0	347	100.0	428	100.0	300	100.0	29	d/
Required and preferred	1185	98.3	101	99.0	342	98.5	417	97.4	297	99.0	28	
2-year course	901	74.7	54	52.9	305	87.9	258	60.3	260	86.7	24	
1-year course	129	10.7	25	24.5	18	5.2	65	15.2	17	5.7	4	
1 or 2 years	123	10.2	8	7.8	12	3.4	86	20.1	17	5.7	-	
Years not given	32	2.6	14	13.7	7	2.0	8	1.9	3	1.0	-	
Required	905	75.0	80	78.4	259	74.6	320	74.8	232	77.3	14	
2-year course	703	58.3	45	44.1	238	68.6	194	45.3	214	71.3	12	
1-year course	87	7.2	24	23.5	9	2.6	44	10.3	8	2.7	2	
1 or 2 years	104	8.6	7	6.9	10	2.9	78	18.2	9	3.0	-	
Years not given	11	e/	4	3.9	2	e/	4	e/	1	e/	-	
Preferred	280	23.2	21	20.6	83	23.9	97	22.7	65	21.7	14	
2-year course	198	16.4	9	8.8	67	19.3	64	15.0	46	15.3	12	
1-year course	42	3.5	1	e/	9	2.6	21	4.9	9	3.0	2	
1 or 2 years	19	1.6	1	e/	2	e/	8	1.9	8	2.7	-	
Years not given	21	1.7	10	9.8	5	1.4	4	e/	2	e/	-	
Not necessary	12	1.0	-	-	3	e/	5	1.2	3	1.0	1	
Not given	9	e/	1	e/	2	e/	6	1.4	-	-	-	

a/ School of social work. b/ Including 34 Bachelors of Social Work with degree of Master of Social Work incomplete or pending.
c/ Including one doctorate in social work, three doctorates pending, and certain degrees and diplomas from British and European schools. d/ Total positions less than 100; note distribution. e/ Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 82. POLICY RESPECTING EMPLOYMENT OF GRADUATES OF SCHOOLS
OF SOCIAL WORK BY FILLED POSITIONS AND SALARIES OF PRESENT OCCUPANT, OCTOBER 1, 1951.

(Reporting Agencies only)

Employment of Graduates of Schools of Social Work	Total Filled Positions	Salary Reported													Salary Not Requested ^a	Salary Not Given
		Total	Under \$1500	\$1500 -1999	\$2000 -2499	\$2500 -2999	\$3000 -3499	\$3500 -3999	\$4000 -4499	\$4500 -4999	\$5000 -5999	\$6000 -6999	\$7000 and Over			
Filled positions	3986	3741	77	318	798	1016	650	374	238	120	83	37	30	120	125	
Required and preferred	3118	2975	31	200	674	863	532	312	200	81	50	22	10	69	74	
Required	1354	1296	3	42	227	518	255	127	59	30	24	6	5	31	27	
Preferred	1764	1679	28	158	447	345	277	185	141	51	26	16	5	38	47	
Not necessary	665	578	30	79	77	116	92	55	32	37	32	12	16	41	46	
Not given	203	188	16	39	47	37	26	7	6	2	1	3	4	10	5	

^a Secular priests and members of religious orders or communities requested not to make salary returns.

III. REPORTING INSTITUTIONS

Chapter 9. SUMMARY OF INSTITUTIONAL DATA

LIMITATIONS OF COVERAGE

It will be recalled from Chapter 1 that 324 institutions are covered in this Report but that these returns are much less complete than those for agencies: returns from the net mailing to institutions under voluntary auspices were 65 per cent and for those under local government, 48 per cent; there are no returns for welfare institutions from two provincial welfare departments but the returns from other provinces are almost complete. In view of these figures, no comparisons between voluntary and public returns may be considered valid for welfare institutions generally; the distribution of data by auspices applies only to the group of reporting institutions.^{1/}

It was noted also that although the actual coverage was low, it probably included most of the institutions in which social workers are likely to be employed in the foreseeable future.^{2/} The limited coverage combined with this second factor means that any policy which reporting agencies expressed in favour of the employment of trained social workers cannot be generally applied but must be limited to the groups of institutions expressing it.

CLASSIFICATION

The classifications and definitions used in this study were set up primarily to fit data on social agencies with some adjustments to meet the pattern of reporting institutions, particularly with regard to field of work and type of position. Five major institutional fields of work are represented: homes for children, homes for adults and children, homes for unmarried mothers, homes for the aged and hostels for homeless men. Homes for the aged include a small number of institutions serving the aged and other adults. In addition,

^{1/} There are differences in coverage and definitions between this Report and the Census of Welfare Institutions, 1951, published by the Dominion Bureau of Statistics. The 533 institutions listed in the Census data include 43 day nurseries which, in this study, are classified as agencies; the Census includes also 28 children's aid society shelters which are treated here as part of the societies to which they are attached (see Questionnaire, number 8). The Survey net mailing of 507 institutions may be compared with the 490 residential institutions reported by the Census, although there are some differences in the actual coverage.

^{2/} Correspondence indicated that many institutions did not think this Survey applicable to their work.

there is a small group of miscellaneous institutions which include homes for the physically and mentally handicapped, receiving homes and residential clubs for working girls.

Welfare positions, which are classified as administrative, supervisory and direct service, are intended to include only those positions which go beyond physical care and education. They include administrative heads and other staff carrying out welfare duties as described in the reference papers but exclude housekeepers, attendants, clerical and maintenance staff, as well as positions involving the duties of other professions such as medicine, nursing and teaching.^{1/}

The lists of positions were drawn up to exclude those assistant heads whose duties were, primarily, in the housekeeping sphere. It was not, however, always possible to distinguish these in the returns and it is thought that the administrative category may include some positions which are properly outside the Survey.

To a lesser extent, similar difficulties arose in assessing the returns on supervisory and direct service staff in welfare positions. Because of these limitations, numbers and percentages involving type of position should be used with caution. There seems to be little doubt, however, of the value of the findings in other areas of the study, particularly with regard to the central problem of policy regarding the employment of social workers within any given institutional field of work.

DISTRIBUTION AND COMPOSITION OF WELFARE STAFF

Auspices and Field of Work

As shown in Table 83, more than four-fifths of the 324 reporting institutions are under voluntary auspices and account for 570 (also more than four-fifths) of the total 688 positions, filled and vacant. Of the 57 institutions under public auspices, 19 are administered by provincial governments and 38 by local governments.^{2/}

^{1/} See Reference Papers 4 and 4A, Appendix I.

^{2/} Homes for older veterans operated by the federal Department of Veterans Affairs were reported to be served by social service staff of adjacent D.V.A. hospitals.

In Table 84 reporting institutions and welfare positions are distributed according to the major institutional field of work. The first three categories cover institutions in which children are cared for, although only the first group is exclusively children. The 106 homes for children have 320 welfare positions, almost one-half of all the positions for which returns were made. The 31 homes for unmarried mothers and the 15 homes for adults and children have 79 and 21 welfare positions respectively.

Homes for the aged, which number 131, make up the largest single group of reporting institutions but have fewer welfare positions than homes for children, 199 compared with 320. There are 28 hostels for homeless men with 42 positions and 13 institutions classified as 'other' with 27 positions.

As shown in Table 85, the public institutions are devoted largely to care of children and care of the aged. There are 52 positions in each of these fields of work; these comprise 104 of the total 118 positions in the public institutions.

Type of Position

The distribution of staff in the 679 filled positions in reporting institutions is shown in Table 86. Of the 679, 408 or 60 per cent are administrative and 258 or 38 per cent are direct service. Of the latter group, 16 positions were specified as group work and recreation. The 13 supervisory positions include, in so far as possible, only personnel supervising other welfare positions and not those directly supervising groups in care.

The high proportion of administrators may be partly accounted for by the number of reporting institutions^{1/} with few welfare positions and partly by the number of positions in the administrative category which, as noted at the beginning of this chapter, may not in fact be welfare positions. In homes for the aged, 158 or almost four-fifths of the welfare staff are administrators. In homes for children, homes for unmarried mothers and the small group of miscellaneous institutions, the direct service staff constitute just over 50 per cent of the total welfare staff. Of the 13 supervisory positions, 9 are in homes for children.

^{1/} As shown in Table 6, Chapter 2, approximately three-quarters of the institutions had only one or two welfare positions.

Sex and Age

The sex and age distributions of employed welfare staff in reporting institutions are presented in Table 87. Of the 679 filled positions, 476 or 70 per cent were reported as held by women and 183 or 27 per cent by men. The marked predominance of women contrasts sharply with agencies where the numbers of men and women are approximately equal. Sex was not reported for 3 per cent of the institutional positions.

The median age of staff for whom age was reported is 48 years; for men it is 49 and for women 48. It should be noted, however, that age was not reported for 16 per cent of institutional positions; the majority of unreported positions are occupied by women.

An examination of the age distribution of welfare staff shows that 80 staff members, comprising 12 per cent of those in filled positions, are under 30 years of age; 170 or 25 per cent are under 40 years of age; 307 or 45 per cent are between 40 and 59 years, and 96 or 14 percent are 60 years or older. Altogether, 39 per cent of the staff for whom age was reported are 50 years of age or older. This distribution again contrasts markedly with that of agencies in which 53 per cent of the welfare staff are under 40 and only 22 per cent are 50 years of age or over.

Years of Welfare Experience

Length of welfare experience was reported for only 417, or, 61 per cent, of the staff in filled welfare positions and for only 256 or 54 per cent of the employed female staff. However, some indication of experience may be obtained from Table 88. Of the 417 for which welfare experience was reported, 242 or 58 per cent have less than 10 years, 110 or 26 per cent have 10 to 19 years and 65 or 16 per cent have 20 years or more. If years of welfare experience are compared with age data, it would appear that many institutional workers have entered the field at a comparatively late stage in their working careers; while Table 87 shows that only one-quarter of the welfare staff are under 40 years of age, Table 88 shows 58 per cent of the staff have less than 10 years of welfare experience.

Administrative staff appear to have considerably longer working experience than direct service staff; 52 per cent of the administrators for whom experience was reported, for example, have 10 or more years of experience compared with only 27 per cent of the direct service staff. Approximately 50 per cent of the direct service staff with reported experience have less than 5 years.

EDUCATION AND SOCIAL WORK TRAINING

In introducing the question of education and training, reference should be made to the introductory paragraphs and the interpretation of terms set out in Chapter 5. However, it should perhaps be mentioned again at this point that the emphasis on professional social work training does not seek to minimize the value of other forms of training which employing organizations may desire in their staffs. This emphasis is dictated by the nature of the present study.

The material on institutional training is, therefore, classified in the same way as for reporting agencies, that is, general education, higher degrees and other types of specialization^{1/} and experience are shown within the three basic categories set up for social work training, which are: graduation from a school of social work; some courses in a school of social work and no courses. The number and percentage of staff in welfare positions on the Survey date are as follows:

	no.	p.c.
Total Filled Welfare Positions	679	100 ^{2/}
Graduation from a School of Social Work	31 ^{3/}	5
Some Courses in a School of Social Work	67	10
No Courses in a School of Social Work	581	86

Of the 31 graduates, 19 are in homes for children, 9 in homes for unmarried mothers and 3 in homes for the aged.

General Education and Experience

Education and social work training are shown in Table 89. With regard to general education, 469 or almost 70 per cent of the staff in welfare positions have high school education or less; 70, or 10 per cent, have some university education; 42, or 6 per cent, are university graduates and another

^{1/} Many institutions, particularly those under religious auspices, have developed their own form of training which was not always given in the returns.

^{2/} Percentages do not add because of rounding.

^{3/} The figure is not comparable with the figure for 'qualified social service workers' in the Census of Institutions, 1951. There, the definition of qualified includes non-graduates who are members of the Canadian Association of Social Workers.

14 have post-graduate degrees in non-social work fields.^{1/} As shown in Table 90, almost 60 per cent of the 679 employed welfare staff have some training or experience outside a school of social work. The most common fields are social welfare including social service under the auspices of religious organizations, teaching and nursing. Forty-three of the 67 workers who have taken 'some courses' in a school of social work, as well as more than one-half of the 581 with no social work training, have other specialization or experience.

Table 91 shows the distribution of men and women according to training and also indicates the type of certification held by the graduates of schools of social work. Of the 31 graduates, 23 hold either a 2-year certificate or the degree of Master of Social Work.

SALARY LEVELS

Salary data are available for only 237 of the 679 filled welfare positions in institutions, chiefly because 441 of the positions are held by secular priests and members of religious orders^{2/} who were requested not to make salary returns. The salaries, which are reported in Table 92, are valid only for the Survey period and for the institutions participating in the Survey. Three-fifths of the staff earn an annual salary of under \$2500 and just over one-fifth earn under \$1500. Although graduate social workers are few in number, it will be noted that their salaries as well as those of staff with some training are at a somewhat higher level than those of staff with no training in a school of social work. On the other hand, of the 15 positions with salaries of \$4000 and over, 11 are held by personnel with no training in a school of social work. Most of the latter are heads of specialized institutions and have considerable welfare experience.

GROWTH, SEPARATIONS AND VACANCIES

Rate of Growth^{3/}

Between January 1949 and October 1, 1951, a total of 94 welfare positions were set up for the first time in reporting institutions; of these,

^{1/} Including education, theology, social science and others not specified.

^{2/} These, which include welfare personnel in institutions of the Salvation Army, are distributed as follows: 187 in homes for children; 62 in homes for unmarried mothers; 13 in homes for adults and children; 99 in homes for the aged; 27 in hostels for homeless men and 23 in other institutions.

^{3/} No table on growth is presented.

33 positions were established in 1949, 31 in 1950 and 30 in the first nine months of 1951. Of the total 94 positions, 80 are in institutions under voluntary auspices, 13 in provincial institutions and one in an institution under local government.

The growth in institutional establishment was chiefly in homes for children, in which 70 of the 94 positions were set up. Of the remaining 24 positions, 16 are in homes for the aged, 6 in homes for unmarried mothers, one in homes for adults and children and one in other institutions. No new positions were established in hostels for homeless men.

These 94 positions represent an estimated annual average rate of growth of between 5 and 6 per cent and an estimated total increase of 16 per cent for the whole of the period covered. The voluntary institutions, examined separately, also show an estimated increase of 16 per cent. Although only 13 positions were set up in reporting provincial institutions during this period, these represent a substantial increase of the welfare positions in this group. In homes for children, with 70 new positions established, the annual growth rate averaged about 9 per cent and showed a total increase of 28 per cent.

Separations

Information was requested on all separations^{1/} which had occurred in reporting institutions within the twelve months prior to the Survey date. The figures on separations are presented in Tables 93 to 95.

Table 93 shows a total of 72 separations from staff during the Survey year. Of these, 48 are in voluntary institutions, equalling 8 per cent of total positions in these institutions. In the public field, the highest proportion of separations is in provincial institutions which, with a total establishment of 39 positions, show 16 separations. The 8 separations in institutions under local government are 10 per cent of the total positions in this group.

Table 93 also indicates that more women left welfare positions in the voluntary institutions than did men. Separations in provincial and local

^{1/} While the term 'resignation' was employed in the questionnaire, it was defined as applying to all separations from staff including retirement and death, termination of duties and other reasons. The more accurate term 'separation' therefore is generally employed in this Report in discussing staff turnover.

institutions are more equally divided among men and women.

The majority of separations, that is, 51 of the 72 are in homes for children and equal 16 per cent of the 320 positions filled and vacant in this group of institutions (Table 94). The 15 separations in homes for the aged represent 8 per cent of the total establishment in that field. Only 6 separations are reported in the other four institutional fields of work.

Reasons for Separations. A further breakdown of the data is shown in Table 95. Only 14 of the staff which left welfare positions remained in the welfare field; the remaining 58 left the welfare field. Of the first group, 13 left present employment to take other welfare positions and one resigned to take social work training. Of the second group, 17 left to take non-welfare positions, 12 for reasons related to marriage, and 29 because of retirement, ill health or other reasons. Table 95 also shows the numbers of men and women resigning for each of the above reasons.

Vacancies

Only 9 vacancies are reported as existing on the Survey date. Eight of the vacancies are in children's institutions. Of these, five are in voluntary and four in public institutions. The very few vacancies may be only partly explained by the fact that a large number of institutions are staffed by members of religious orders which provide a continuing source of personnel.

Only 9 positions are reported as definitely to be established within the twelve months following October 1, 1951, of which four are in voluntary and five in public institutions. Six are in homes for children.

SOCIAL WORK TRAINING AS A QUALIFICATION FOR EMPLOYMENT

Before turning to employment policy in reporting institutions, reference should be made to the introductory discussion and definitions in Chapter 8. It is again noted here that the nature of the study limits consideration of employment preferences to those involving social work training. Institutions were asked to state their policy on the employment of graduate social workers in filling vacancies and new positions to be set up and in replacing staff in positions now filled if their present occupants should leave. In brief, the

definitions are as follows: 'graduation required' means that institutions would make every effort to secure graduates of schools of social work; 'graduation preferred' means that graduates would be given preference over other applicants; 'not necessary', that a social worker would not be sought.

Policy respecting the employment of graduate social workers in reporting institutions is examined in Tables 96 to 101. It should again be emphasized that because of the nature of the returns, the data presented are not applicable to the institutional field as a whole. As shown in Table 98, 116 or 75 per cent of the 154 positions for which graduate workers are required or preferred are in homes for children. Because of this concentration in one field of work, attention is directed principally to children's institutions as the major source of demand for graduate workers in the institutional field.

First, however, a brief review of the general figures might be helpful. As shown in Table 96, social work graduates are 'required and preferred' in 154 or 23 per cent of the 679 filled positions and in all 9 vacancies. They are 'required' in 49 or 7 per cent of the filled positions and in 7 of the 9 vacancies. The corresponding percentages for total positions differ little from those for filled positions. A marked preference for graduates with two years' training will be noted in the 'required and preferred' category where this level of training is wanted in 101 of the 163 positions.

Auspices

Employment policy of reporting institutions in the voluntary and public fields is shown in Table 97. Social work graduates are 'required' or 'preferred' in 19 per cent of the 565 filled positions in voluntary institutions and in 43 per cent of the 114 positions in public institutions. This difference reflects the higher proportion of children's institutions in the public field and, in particular, of provincial homes for children, rather than a difference in policy between voluntary and public institutions.^{1/}

Field of Work

Employment policy according to institutional field of work is set out in Table 98. As noted above, 75 per cent of the positions for which graduates

^{1/} Of the 49 positions in public institutions for which graduates are required or preferred, 40 are in homes for children.

are required or preferred are in homes for children. As shown below, these positions comprise 37 per cent of the 312 filled positions in these institutions. Trained social workers are 'required' in 38 or 12 per cent of the 312 positions and 'preferred' in 78 or 25 per cent.

Graduates Required or Preferred in Homes for Children

		<u>no.</u>	<u>p.c.</u>
Filled positions	TOTAL	312	100
	Required and preferred	116	37
	Required	38	12
	Preferred	78	25
	Not necessary	168	53
	Not given	28	9

Two years' training is specified for 77 or about two-thirds of the filled positions in the 'required and preferred' category; one year's training or either one or two years' training in 33 or more than one-quarter. There is a greater emphasis upon two years' training for the positions in which graduates are 'required' than for those in which they are 'preferred'.

The number of positions in each field of work for which graduates are required or preferred are shown below, together with the number employed on the date of the count. In homes for children, the number of positions for which graduates are 'required' is double the number of graduates employed. This situation is not repeated in the other fields of work, although in homes for the aged the number of graduates required or preferred indicates some increase in interest in their employment.

Institutional Field	Total Filled Positions Oct. 1/51	<u>Graduate Social Workers, Oct. 1/51</u>		
		<u>Employed</u>	<u>'Required'</u>	<u>'Required and Preferred'</u>
TOTAL	679	31	49	154
Homes for children	312	19	38	116
Homes for adults and children	21	-	-	-
Homes for unmarried mothers	78	9	6	9
Homes for the aged	199	3	3	19
Hostels for homeless men	42	-	-	2
Other	27	-	2	8

It was noted above that 8 of the 9 institutional vacancies and 6 of the 9 positions to be set up are in children's institutions. It is significant that social workers are 'required' in 6 of the 8 vacancies in this group and in 5 of the 6 new positions; they are 'required and preferred' in all cases.

Type of Position

As shown in Table 99, social work graduates are required and preferred in approximately one-fifth of the administrative positions and in 27 per cent of the direct service positions in reporting institutions. In each type of position the number of graduates 'required' was considerably smaller than the number 'preferred'.

Sex, Age and Salary

Table 100, which relates employment policy to age and sex, shows that 104 or 68 per cent of the positions for which graduates are required or preferred are held by women. Sixty-four or 42 per cent of such positions are held by staff under 40 years of age; almost two-thirds (31 positions) of the 49 positions for which graduates are 'required' are in this age group. It will be recalled that only 25 per cent of all the employed welfare staff are under 40.^{1/}

The relationship between employment policy and salaries of institutional staff is set forth in Table 101. Generally the proportion of social work graduates required or preferred is larger in the higher salary groups.

^{1/} See Table 87.

Table 83. REPORTING INSTITUTIONS AND TOTAL WELFARE POSITIONS
(FILLED AND VACANT) BY TYPE OF EMPLOYER, OCTOBER 1, 1951.

(Reporting Institutions only)

Type of Employer	Reporting Institutions		Total Welfare Positions	
	no.	p.c.	no.	p.c.
TOTAL	324	100.0	688	100.0
Voluntary	267	82.4	570	82.8
Public ^{a/}	57	17.6	118	17.2
Provincial	19	5.9	39	5.7
Local ^{b/}	38	11.7	79	11.5

^{a/} No federal institutions, as such, in Survey; social service departments of hospitals and other non-welfare institutions are classified as agencies.

^{b/} Cities, towns, counties and rural municipalities.

Note: percentages may not always add exactly because of rounding.

Table 84. REPORTING INSTITUTIONS AND TOTAL WELFARE POSITIONS
(FILLED AND VACANT) BY MAJOR INSTITUTIONAL FIELD OF WORK,
OCTOBER 1, 1951.

(Reporting Institutions only)

Institutional Field of Work	Reporting Institutions		Total Welfare Positions	
	no.	p.c.	no.	p.c.
TOTAL	324	100.0	688	100.0
Homes for children	106	32.7	320	46.5
Homes for unmarried mothers	31	9.6	79	11.5
Homes for adults and children	15	4.6	21	3.0
Homes for the aged ^{a/}	131	40.4	199	28.9
Hostels for homeless men	28	8.6	42	6.1
Other ^{b/}	13	4.0	27	3.9

^{a/} Including 5 homes for the aged and other adults, with 11 positions.

^{b/} Including homes for the mentally and physically handicapped, residences for working girls, receiving homes.

Note: percentages may not always add exactly because of rounding.

Table 85. TOTAL WELFARE POSITIONS (FILLED AND VACANT) BY TYPE OF EMPLOYER AND MAJOR INSTITUTIONAL FIELD OF WORK, OCTOBER 1, 1951.

(Reporting Institutions only)

Institutional Field of Work	Total Welfare Positions	Voluntary	Public ^{a/}		
			Total	Provincial	Local ^{b/}
Welfare positions TOTAL	688	570	118	39	79
Homes for children	320	268	52	33	19
Homes for unmarried mothers	79	79	-	-	-
Homes for adults and children	21	16	5	-	5
Homes for the aged ^{c/}	199	147	52	5	47
Hostels for homeless men	42	33	9	1	8
Other ^{d/}	27	27	-	-	-

^{a/} No federal institutions, as such, in Survey; social service departments of hospitals and other non-welfare institutions are classified as agencies.

^{b/} Cities, towns, counties and rural municipalities.

^{c/} Including 5 homes for the aged and other adults, with 11 positions.

^{d/} Including homes for the mentally and physically handicapped, residences for working girls, receiving homes.

Table 86. FILLED WELFARE POSITIONS BY TYPE OF POSITION AND MAJOR INSTITUTIONAL FIELD OF WORK, OCTOBER 1, 1951.

(Reporting Institutions only)

Institutional Field of Work	Total Filled Positions	Admin- istrative	Super- visory	Direct Service ^{a/}
Filled positions TOTAL	679	408	13	258
Homes for children	312	150	9	153
Homes for unmarried mothers	78	34	3	41
Homes for adults and children	21	19	-	2
Homes for the aged ^{b/}	199	158	1	40
Hostels for homeless men	42	35	-	7
Other ^{c/}	27	12	-	15

^{a/} Including 16 recreational positions.

^{b/} Including 5 homes for the aged and other adults, with 11 positions.

^{c/} Including homes for the mentally and physically handicapped, residences for working girls, receiving homes.

Table 87. FILLED WELFARE POSITIONS
BY AGE AND SEX^a, OCTOBER 1, 1951.

(Reporting Institutions only)

Age	Total Filled Positions		Men		Women	
	no.	p.c.	no.	p.c.	no.	p.c.
Filled positions TOTAL	679 ^b	100.0	183	100.0	476	100.0
24 years and under	45	6.6	17	9.3	27	5.7
25 - 29	35	5.2	7	3.8	28	5.9
30 - 39	90	13.3	29	15.9	60	12.6
40 - 49	140	20.6	36	19.7	102	21.4
50 - 59	167	24.6	45	24.6	121	25.4
60 - 64	60	8.8	23	12.6	31	6.5
65 and over	36	5.3	16	8.7	18	3.8
Age not given	106	15.6	10	5.5	89	18.7

a/ Figures for men and women will not always agree with subtotals for each age group since the subtotals include 20 positions for which sex was not reported.

b/ 411 positions are filled by secular priests and members of religious orders or communities of whom 77 are men and 316 are women.

Note: percentages may not always add exactly because of rounding.

Table 88. FILLED WELFARE POSITIONS BY YEARS OF WELFARE EXPERIENCE,
TYPE OF POSITION AND SEX^a OF OCCUPANT, OCTOBER 1, 1951.

(Reporting Institutions only)

Years of Welfare Experience	Total			Administrative			Supervisory			Direct Service		
	Filled Positions											
	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women
Filled positions TOTAL	679	183	476	408	128	268	13	5	8	258	50	200
Under 1 year	29	15	14	6	2	4	1	1	-	22	12	10
1 - 4	111	49	61	49	24	25	3	3	-	59	22	36
5 - 9	102	32	70	63	25	38	3	-	3	36	7	29
10 - 14	60	23	37	41	21	20	4	1	3	15	1	14
15 - 19	50	21	29	35	17	18	1	-	1	14	4	10
20 and over	65	18	45	50	16	34	1	-	1	14	2	10
Years not given	262	25	220	164	23	129	-	-	-	98	2	91

^a Figures for men and women will not always agree with totals and subtotals for each type of position since the subtotals include 20 positions for which sex was not reported.

Table 89. SOCIAL WORK TRAINING BY EDUCATION, OCTOBER 1, 1951.

(Reporting Institutions only)

Education	Total Filled Positions	Graduation ^{a/} from SSW	Some ^{b/} Courses in SSW	No ^{c/} Courses in SSW
Filled positions TOTAL	679	31	67	581
High school or less	469	9	30	430
Some university	70	6	21	44
Bachelor's degree	42	13	7	22
Post graduate degree	14	3	4	7
Not given	84	1	5	78

^{a/} School of social work.

^{b/} Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.

^{c/} School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

Table 90. SOCIAL WORK TRAINING BY OTHER SPECIALIZATION
AND EXPERIENCE^{a/}, OCTOBER 1, 1951.

(Reporting Institutions only)

Other Specialization	Total Filled Positions		Graduation from SSW ^{b/}	Some Courses ^{c/} in SSW	No Courses ^{d/} in SSW
	no.	p.c.			
Filled positions TOTAL	679	100.0	31	67	581
Specialization Total	398 ^{e/}	58.6	15	43	340
Administration and business	46	6.8	2	12	32
Group work and recreation	25	3.7	1	8	16
Languages ^{f/}	17	2.5	-	4	13
Nursing	81	11.9	1	3	77
Secretarial	11	1.6	4	-	7
Social welfare ^{g/}	115	17.0	1	-	114
Teaching	82	12.1	4	9	69
Other ^{h/}	21	3.1	2	7	12
Not given	281	41.4	16	24	241

^{a/} Including a variety of certificates and diplomas as well as experience, but not including university degrees.

^{b/} School of social work.

^{c/} Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.

^{d/} School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

^{e/} Of these, 88 have specialization in more than one field; only major or most relevant field is shown.

^{f/} Other than English and French.

^{g/} Including church social service.

^{h/} Including child care and study and miscellaneous experience.

Note: percentages may not always add exactly because of rounding.

Table 91. SOCIAL WORK TRAINING BY SEX^{a/}, OCTOBER 1, 1951.

(Reporting Institutions only)

Social Work Training	Total Filled Positions		Men		Women	
	no.	p.c.	no.	p.c.	no.	p.c.
Filled positions TOTAL	679	100.0	183	100.0	476	100.0
Graduation from SSW ^{b/}	31	4.6	5	2.7	26	5.5
1 yr. cert. or diploma	1	^{c/}	-		1	
2 yr. cert. or diploma	14	2.1	1		13	
B.S.W. ^{d/}	7	1.0	3		4	
M.S.W.	9	1.3	1		8	
Some courses ^{e/} in SSW	67	9.9	20	10.9	43	9.0
No courses ^{f/} in SSW	581	85.6	158	86.3	407	85.5

a/ Figures for men and women will not always agree with subtotals for each type of training as the subtotals include 20 positions for which sex was not reported.

b/ School of social work.

c/ Less than one per cent.

d/ Including 34 Bachelors of Social Work with degree of Master of Social Work incomplete or pending.

e/ Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.

f/ School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

Note: percentages may not always add exactly because of rounding.

Table 92. SOCIAL WORK TRAINING BY ANNUAL SALARY, OCTOBER 1, 1951.

(Reporting Institutions only)

Annual Salary ^{a/}	Total Filled Positions	Graduation from SSW ^{b/}	Some Courses ^{c/} in SSW	No Courses ^{d/} in SSW
Filled positions TOTAL	679	31	67	581
Salary not requested ^{e/}	411	9	43	359
Salary not given	31	1	3	27
Salary reported Total	237 ^{f/}	21	21	195 ^{g/}
Under \$1000	12	-	-	12
\$1000 - \$1499	38	-	1	37
\$1500 - \$1999	62	1	2	59
\$2000 - \$2499	33	5	3	25
\$2500 - \$2999	29	2	6	21
\$3000 - \$3499	32	8	4	20
\$3500 - \$3999	16	4	2	10
\$4000 - \$4499	9	1	1	7
\$4500 and over	6	-	2	4

a/ Including the estimated value of board and lodging, where applicable.

b/ School of social work.

c/ Regular courses in a school of social work but not sufficient for a degree; includes 30 with Master's degree not completed.

d/ School of social work. Category includes institutes, short courses and in-service training where these only were noted in the returns.

e/ Secular priests and members of religious orders or communities were requested not to make salary returns.

f/ Modal salary \$1732; median \$2098. g/ Modal salary \$1702; median \$1911.

Table 93. SEPARATIONS^{a/} BY TYPE OF EMPLOYER AND SEX,
FOR YEAR ENDING OCTOBER 1, 1951.

(Reporting Institutions only)

Type of Employer	Total Positions (Filled and Vacant)		Separations					
			Total		Men		Women	
	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.
TOTAL	688	100.0	72	10.5	19	2.8	53	7.7
Voluntary	570	100.0	48	8.4	8	1.4	40	7.0
Public ^{b/}	118	100.0	24	20.3	11	9.3	13	11.0
Provincial	39	100.0	16	41.0	8	20.5	8	20.5
Local ^{c/}	79	100.0	8	10.1	3	3.8	5	6.3

a/ Including resignations, termination of duties, retirement.

b/ No federal institutions, as such, in Survey; social service departments of hospitals and other non-welfare institutions are classified as agencies.

c/ Cities, towns, counties and rural municipalities.

Note: percentages may not always add exactly because of rounding.

Table 94. SEPARATIONS^{a/} BY INSTITUTIONAL FIELD OF WORK
AND SEX, FOR YEAR ENDING OCTOBER 1, 1951.

(Reporting Institutions only)

Institutional Field of Work	Total Positions (Filled and Vacant)	Separations		
		Total	Men	Women
TOTAL	688	72	19	53
Homes for children	320	51	16	35
Homes for unmarried mothers	79	3	-	3
Homes for adults and children	21	-	-	-
Homes for the aged ^{b/}	199	15	2	13
Hostels for homeless men	42	1	1	-
Other ^{c/}	27	2	-	2

a/ Including resignations, termination of duties, retirement.

b/ Including 5 homes for the aged and other adults, with 11 positions.

c/ Including homes for the mentally and physically handicapped, residences for working girls, receiving homes.

Table 95. SEPARATIONS^{a/} BY SEX AND REASON FOR SEPARATION,
FOR YEAR ENDING OCTOBER 1, 1951.

(Reporting Institutions only)

Reason for Separation		Total Separations	Men	Women
Separations	TOTAL	72	19	53
Separations of staff				
remaining in welfare field		14	3	11
To take a welfare position		13	3	10
To take social work training		1	-	1
Separations of staff				
leaving the welfare field		58	16	42
To be married or because				
of marriage		12	-	12
To take a non-welfare position		17	4	13
Other		29	12	17

^{a/} Including resignations, termination of duties, retirement.

Table 96. POLICY RESPECTING EMPLOYMENT OF
GRADUATES OF SCHOOLS OF SOCIAL WORK AND LEVEL OF TRAINING
BY FILLED POSITIONS AND VACANCIES, OCTOBER 1, 1951.

(Reporting Institutions only)

Employment of Graduates of Schools of Social Work	Total Welfare Positions		Filled Positions		Vacancies ^{a/}	
	no.	p.c.	no.	p.c.	no.	p.c.
Welfare positions TOTAL	688	100.0	679	100.0	9	<u>b/</u>
Required and preferred	163	23.7	154	22.7	9	
2-year course	101	14.7	97	14.3	4	
1-year course	20	2.9	16	2.4	4	
1 or 2 years	28	4.1	27	4.0	1	
Years not given	14	2.0	14	2.1	-	
Required	56	8.1	49	7.2	7	
2-year course	44	6.4	41	6.0	3	
1-year course	6	<u>c/</u>	2	<u>c/</u>	4	
1 or 2 years	3	<u>c/</u>	3	<u>c/</u>	-	
Years not given	3	<u>c/</u>	3	<u>c/</u>	-	
Preferred	107	15.6	105	15.5	2	
2-year course	57	8.3	56	8.3	1	
1-year course	14	2.0	14	2.1	-	
1 or 2 years	25	3.6	24	3.5	1	
Years not given	11	1.6	11	1.6	-	
Not necessary	454	66.0	454	66.9	-	
Not given	71	10.3	71	10.5	-	

a/ In addition to the 9 vacancies, there are 9 new positions to be set up.
Graduate workers are 'required' in seven and 'preferred' in one.

b/ Total too small for percentages.

c/ Less than one per cent.

Note: percentages may not always add exactly because of rounding.

Table 97. POLICY RESPECTING EMPLOYMENT OF GRADUATES
OF SCHOOLS OF SOCIAL WORK BY FILLED POSITIONS AND
TYPE OF EMPLOYER, OCTOBER 1, 1951.

(Reporting Institutions only)

Employment of Graduates of Schools of Social Work	Total Filled Positions		Voluntary		Public ^{a/}					
					Total		Prov- incial		Local ^{b/}	
	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.
Filled positions TOTAL	679	100.0	565	100.0	114	100.0	35	c/	79	c/
Required and preferred	154	22.7	105	18.6	49	43.0	28		21	
Required	49	7.2	29	5.1	20	17.5	16		4	
Preferred	105	15.5	76	13.5	29	25.4	12		17	
Not necessary	454	66.9	398	70.4	56	49.1	7		49	
Not given	71	10.5	62	11.0	9	7.9	-		9	

a/ No federal institutions, as such, in Survey; social service departments of hospitals and other non-welfare institutions are classified as agencies.

b/ Cities, towns, counties and rural municipalities.

c/ Total under 100; note distribution.

Note: percentages may not always add exactly because of rounding.

Table 98. POLICY RESPECTING EMPLOYMENT OF GRADUATES OF SCHOOLS
OF SOCIAL WORK AND LEVEL OF TRAINING BY FILLED POSITIONS AND MAJOR INSTITUTIONAL
FIELD OF WORK, OCTOBER 1, 1951.

(Reporting Institutions only)

Employment of Graduates of Schools of Social Work	Total Filled Positions	Homes for Children	Homes for Unmarried Mothers	Homes for Adults and Children	Homes for the Aged ^a	Hostels for Homeless Men	Other ^b
Filled positions TOTAL	679	312	78	21	199	42	27
Required and preferred	154	116	9	-	19	2	8
2-year course	97	77	7	-	9	1	3
1-year course	16	12	1	-	3	-	-
1 or 2 years	27	21	1	-	3	1	1
Years not given	14	6	-	-	4	-	4
Required	49	38	6	-	3	-	2
2-year course	41	32	4	-	3	-	2
1-year course	2	1	1	-	-	-	-
1 or 2 years	3	2	1	-	-	-	-
Years not given	3	3	-	-	-	-	-
Preferred	105	78	3	-	16	2	6
2-year course	56	45	3	-	6	1	1
1-year course	14	11	-	-	3	-	-
1 or 2 years	24	19	-	-	3	1	1
Years not given	11	3	-	-	4	-	4
Not necessary	454	168	68	15	153	40	10
Not given	71	28	1	6	27	-	9

^a/ Including 5 homes for aged and other adults.

^b/ Including homes for the mentally and physically handicapped, residences for working girls, receiving homes.

Table 99. POLICY RESPECTING EMPLOYMENT OF GRADUATES
OF SCHOOLS OF SOCIAL WORK BY FILLED POSITIONS
AND TYPE OF POSITION, OCTOBER 1, 1951.

(Reporting Institutions only)

Employment of Graduates of Schools of Social Work	Total Filled Positions		Admin- istrative		Super- visory		Direct Service	
	no.	p.c.	no.	p.c.	no.	p.c.	no.	p.c.
Filled positions TOTAL	679	100.0	408	100.0	13	a/	258	100.0
Required and preferred	154	22.7	78	19.1	7		69	26.7
Required	49	7.2	18	4.4	6		25	9.7
Preferred	105	15.5	60	14.7	1		44	17.1
Not necessary	454	66.9	283	69.4	6		165	64.0
Not given	71	10.5	47	11.5	-		24	9.3

a/ Total under 100; note distribution.

Note: percentages may not always add exactly because of rounding.

Table 100. POLICY RESPECTING EMPLOYMENT OF GRADUATES
OF SCHOOLS OF SOCIAL WORK BY FILLED POSITIONS,
AGE, AND SEX^a, OCTOBER 1, 1951.

(Reporting Institutions only)

Age and Sex	Total Filled Positions	Graduation Required or Preferred			Graduation Not Necessary	Not Given
		Total	Required	Preferred		
Filled positions TOTAL	679	154	49	105	454	71
Men	183	47	16	31	130	6
Women	476	104	33	71	310	62
24 years and under	45	13	7	6	29	3
Men	17	2	1	1	15	-
Women	27	11	6	5	13	3
25 - 29	35	16	10	6	18	1
Men	7	5	5	-	2	-
Women	28	11	5	6	16	1
30 - 39	90	35	14	21	47	8
Men	29	13	6	7	16	-
Women	60	22	8	14	30	8
40 - 49	140	36	8	28	94	10
Men	36	11	1	10	25	-
Women	102	23	7	16	69	10
50 - 59	167	27	4	23	132	8
Men	45	5	-	5	39	1
Women	121	22	4	18	92	7
60 - 64	60	10	2	8	49	1
Men	23	5	2	3	17	1
Women	31	5	-	5	26	-
65 and over	36	11	-	11	24	1
Men	16	5	-	5	11	-
Women	18	5	-	5	12	1
Not given	106	6	4	2	61	39
Men	10	1	1	-	5	4
Women	89	5	3	2	52	32

^a/ Figures for men and women will not always agree with subtotals in each age group since the latter include 20 positions for which sex was not reported.

Table 101. POLICY RESPECTING EMPLOYMENT OF GRADUATES OF SCHOOLS OF SOCIAL WORK
BY FILLED POSITIONS AND SALARIES OF PRESENT OCCUPANTS, OCTOBER 1, 1961.

(Reporting Institutions only)

Employment of Graduates of Schools of Social Work	Total Filled Positions	Annual Salary Reported ^{a/}											Salary Not Requested ^{b/}	Salary Not Given
		Total	Under \$1500	\$1500 -1999	\$2000 -2499	\$2500 -2999	\$3000 -3499	\$3500 -3999	\$4000 -4499	\$4500 -4999	\$5000 &-over			
Filled positions	679	237	50	62	33	29	32	16	9	2	4	411	31	
Required and preferred	154	88	1	5	18	19	19	13	7	2	4	56	10	
Required	49	38	-	1	7	8	10	7	4	1	-	8	3	
Preferred	105	50	1	4	11	11	9	6	3	1	4	48	7	
Not necessary	454	141	47	52	14	10	13	3	2	-	-	299	14	
Not given	71	8	2	5	1	-	-	-	-	-	-	56	7	

^{a/} Including estimated value of board and lodging where applicable.

^{b/} Secular priests and members of religious orders or communities were requested not to make salary returns.

PART IV. ASSESSMENT OF DEMAND^{1/}

Chapter 10. ESTIMATED DEMAND FOR GRADUATE SOCIAL WORKERS

REPORTING AGENCIES: RECRUITMENT REQUIREMENTS FOR WELFARE POSITIONS

The problem of estimating the extent of the demand for trained social workers can best be approached by first considering, on an annual basis, the recruitment requirement of reporting agencies for all welfare staff. The main components of this total recruitment requirement are the new positions established during the given year and, for the same period, the separations of staff which involve a current loss of personnel to the welfare field. These two components merit separate and detailed consideration prior to their being combined to indicate the major recruitment pressures affecting the reporting agencies.

Estimate of New Positions Established in the Post-Survey Period

To estimate the total staff requirement in the years following the Survey date, it is necessary to project the 9 per cent growth rate which, as noted in Chapter 3, was established during the period covered by the Survey.

The projection of the established growth rate, when set out in tabular form presents the following annual estimates of growth from the Survey date to October 1, 1954:-

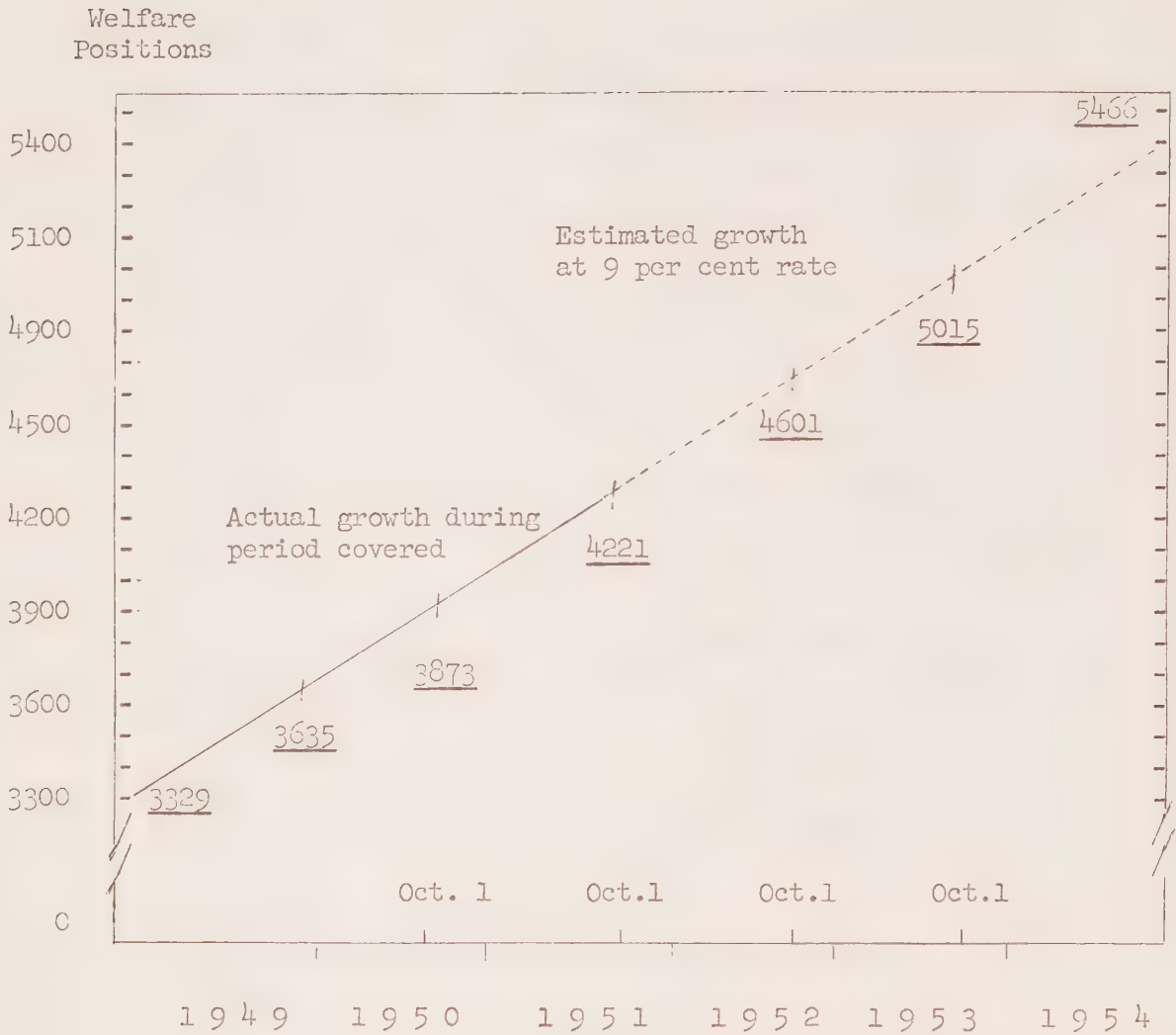
Year Ending October 1	Estimated New Positions	Estimated Total Welfare Positions
1951 ^{2/}	350 ^{3/}	4221
1952	380	4601
1953	414	5015
1954	451	5466

^{1/} It will be recalled from Chapter 1 that the term 'demand' refers to priority requirements for trained social workers as expressed by employing organizations.

^{2/} Base year.

^{3/} Since this figure covers a different 12-month period than that shown at the end of Chapter 3 (estimated there for the calendar year 1951), it necessarily differs slightly from it.

This rate is employed in the following graph to project the estimated increase of welfare positions from October 1, 1951 to October 1, 1954.



A comment is necessary concerning the validity of projecting the 9 per cent growth rate into the post-Survey period. This percentage can, of course, only provide a very rough approximation of what may have occurred in the period since the Survey. The possibility that the rate of growth has been sustained at such a level, however, appears to be supported by a number of developments. Expenditures on health and welfare services and income maintenance programs have continued to show substantial growth since the Survey date. These reflect both a strengthening of existing programs and the implementation of new social welfare measures. Population growth is also a factor. Through natural increase and immigration the population is increasing rapidly with more than

proportionate increases in two age groups which make special demands on welfare services, children and the aged. The steady trend toward urban organization and a particularly rapid growth of large metropolitan areas have also presented special welfare problems. Further pressure for expanding welfare services arises from the opening of new areas in the north and northwest involving the establishment of welfare services both for the new and for the indigenous population. Arising partly from these shifts and increases of population and partly from the greater appreciation of the role of social welfare, there has been a continuing growth of long-established types of welfare services as well as rapid development in social work with the physically handicapped, with adult offenders and, especially, within the areas of medical and psychiatric social work. These indications of sustained or accelerated growth within the welfare field lend validity to the use of the 9 per cent growth rate during the post-Survey years under review.

It will be evident that this growth alone creates heavy recruitment pressure. The alternative opportunities outside the welfare field both for potential welfare recruits and for those employed in welfare work have accentuated the problem of recruiting and maintaining sufficient numbers of staff of the calibre and with the qualifications necessary to carry the duties and responsibilities characteristics of welfare positions.

Estimate of Separations in the Post-Survey Period

A further recruitment pressure of even greater weight is that caused by the separations of staff involving a current loss of welfare personnel. This question was discussed in Chapter 7 where it was noted that during the Survey year,^{1/} there were 390 separations of staff leaving the welfare field and a further 70 separations of persons who resigned from positions in order to take social work training.^{2/} These two groups together constituted 460 separations or nearly 11 per cent of the total establishment of positions on the Survey date.

^{1/} The 12 months ending October 1, 1951.

^{2/} In addition to those resigning in order to take social work training, 27 were granted leave of absence for the same purpose. Somewhat different problems of recruitment or staff deployment, outside of the range of Survey, are raised by this type of arrangement.

A comment is required concerning the significance in relation to recruitment, of all separations and, in particular, of the separations of persons leaving to take social work training. It will be apparent that, from the point of view of the particular agency in which they take place, separations create the same recruitment problem irrespective of the reason they occur. In respect to the whole group of welfare agencies, however, separations of persons leaving one welfare position to take another do not represent a loss, and in so far as they involve moves of staff members for the purpose of their gaining broader experience or of assuming positions of greater responsibility, they are essential to the well-being of the field.

Of similar, if less immediate, value to the field are the separations of those who leave welfare positions to take social work training. The 70 persons leaving the field for this purpose during the Survey year were accordingly classified in Chapter 7 as 'remaining in the welfare field'. It will be realized, however, that in a given year during which they occur, such separations constitute a recruitment problem no different^{1/} from that of separations of persons leaving the field permanently. Consequently, in computing the recruitment requirement in the Survey year it is necessary to add to the 390 separations in the latter category the 70 separations of persons leaving for social work training. Thus the recruitment problem faced by the reporting agencies was of the order of 11 per cent of the total established positions on the Survey date.

It was noted in Chapter 7 that data on separations were requested in the questionnaire for only one year, the Survey year. In using the rate established for that year in estimating staff separations in the post-Survey period, it should be kept in mind that this rate is based on considerably shorter experience than in the case of growth rate. If the 11 per cent rate has been maintained in subsequent years, then the number of separations would be of the following order:

^{1/} Presumably most of those resigning to take social work training will re-appear as supply one or two years after their separation. The question of supply is referred to briefly later in this Chapter.

<u>Year Ending October 1</u>	<u>Estimated Separations</u>
1951 ^{1/}	460
1952	506
1953	552
1954	601

Combined Estimates of Recruitment Requirements in the Post-Survey Period

New positions and separations together constitute, as stated earlier, the major components of the total recruitment requirement. If these projections are combined, they provide some indication of the magnitude of the recruitment requirements.

<u>Year Ending October 1</u>	<u>Estimated Total Welfare Positions</u>	<u>Combined Recruitment Requirement</u>	<u>Estimated New Positions</u>	<u>Estimated Separa- tions</u>
1951 ^{1/}	4221	810	350	460
1952	4601	886	380	506
1953	5015	966	414	552
1954	5466	1052	451	601

The figures shown above do not represent all the components of the annual recruitment problem facing the welfare agencies. Another component is the number of positions vacant at the beginning of any given year. On the Survey date, there were, as noted in Chapter 7, 235 vacancies of varying duration, representing about five and one-half per cent of the total established positions. Taking these vacancies as the number existing at the beginning of the first post-Survey year, it will be seen that to achieve the ideal of a completely filled establishment within that year, 235 persons would be needed to fill these vacancies in addition to the 886 which had to be recruited to fill new positions and to replace those currently leaving the field.

^{1/} Base year.

It will be evident that the number of vacancies existing on any given day will depend on the combined number of separations and new positions for which staff have not been found; it will be made up both of recent vacancies and also of a backlog of vacancies. The number will obviously vary from time to time, although the proportion of vacancies to total positions found to exist on the Survey date may be fairly typical in a field that is as broad and in which growth is as rapid as that of welfare. Thus, while in examining the total recruitment problem for a given year the vacancies existing at the beginning of the year would need to be included, it is sufficient in estimating the recruitment requirements in the post-Survey period to keep in mind that a vacancy component, probably of the magnitude of five to six per cent, exists but is not computed numerically.^{1/} The omission of this vacancy component from the estimates presented here operates as a downward bias on the estimates provided.

The magnitude of the combined recruitment requirement figures as presented above merit some comment. On the basis shown, the number of staff to be recruited annually constitutes almost one-fifth of the total establishment. The size of this figure indicates the rapidity with which agency policies in terms of staff qualifications could transform staff characteristics, given the availability of staff with the desired qualifications.

REQUIREMENTS FOR GRADUATE SOCIAL WORKERS

It is against the background of the problem faced by the agencies in meeting their recruitment requirements for all staff that the extent of their demand for graduate social workers may be viewed most clearly. The crucial question which presents itself is how many of the estimated number of positions for which staff was required in the post-Survey years under review would have been filled by trained social workers had these

^{1/} Because no further account is taken of the vacancy component, the terms 'combined recruitment requirement' and 'total recruitment requirement' are used synonymously in the following discussion.

been available. A number of answers are possible to this question depending upon the various interpretations which may be placed upon agency policies relating to the employment of social workers.

Estimate of Graduates Required to Maintain the Proportions Existing on the Survey Date

One possible method of estimating the requirements for graduate social workers is to determine the number that would have been required annually in the years under review just to maintain the proportion which trained workers constituted of all filled positions on the Survey date. It was noted in Chapter 5 that 'graduates' made up 30 per cent of filled positions.^{1/} If it may be assumed that the factors affecting the recruitment requirements for graduate social workers are the same as the factors affecting the recruitment of all welfare staff, it is possible to estimate the annual requirement for graduate social workers by applying this percentage to the recruitment estimate for all staff. This estimate is presented below. It should be noted that the figures in the final column, in addition to providing for agency growth, (as shown under 'estimated total welfare positions') also makes allowance for separations; hence the figures are larger than if growth were the only factor to be indicated.

Year Ending October 1	Estimated Total Welfare Positions	Estimated Requirements for all Welfare Staff	Graduates Needed to Maintain Proportion as on Survey Date
1952	4601	886	253
1953	5015	966	276
1954	5466	1052	301

It will be apparent that merely to compute the number of graduates required annually to maintain the proportions existing on the Survey date neither fulfils the purpose of the Survey nor utilizes the data which the Survey made available concerning the numbers of graduate social workers which the welfare agencies would employ were these available.

^{1/} They formed 28.6 per cent of the total establishment.

Graduate Social Workers Required on Basis of Employment Policy
for Filled Positions

A second possible method of estimating the requirement for graduate social workers by the reporting agencies is to apply to the total recruitment figures the employment policy rates relating to the replacement of staff in filled positions on the Survey date. As noted in Chapter 8, agencies 'require' graduate social workers in respect to 34 per cent of such replacements as might be necessitated and 'prefer' them in an additional 44 per cent; graduates were thus 'required and preferred' in 78 per cent of all replacements. Applied to the total recruitment requirement, these rates produce the following annual estimates for the years under review:-

Year Ending October 1	Estimated Total Welfare Positions	Estimated Recruitment Requirements		
		For all Welfare Staff	For Graduates at 'Required' Rate of 34 per cent	For Graduates at 'Required and Preferred' Rate of 78 per cent
1952	4601	886	301	691
1953	5015	966	328	753
1954	5466	1052	358	821

The use of the employment policy rates for filled positions also has certain limitations. As noted in Chapter 8, the Survey question concerning the employment policy which would be followed in the event that existing personnel left their positions lacks the immediacy of the same question concerning employment policy affecting the vacancies existing on the Survey date. On the other hand, it applies to a much greater proportion of the total establishment than the vacancy rate.

Another point concerning the estimates based on filled positions has to do with the relative values of the 'required' and of the 'required and preferred' rates. Again, for reasons discussed in Chapter 8, the 'required' rate for filled positions may be regarded as giving too low an estimate of the number of graduate social workers actually required by the reporting agencies. The 'required and preferred' rate, on the other hand,

contains two elements of choice, the 'preferred' component in the figure representing a less emphatic choice than the 'required'. This characteristic applies also to the comparable vacancy rate which is discussed below.

An additional limitation of the above filled position estimates arises from their being based upon the combined recruitment requirement. This is made up both of separations and new positions, the former constituting 57 per cent of the total recruitment requirement, the latter 43 per cent. The filled positions rate is more applicable to the separations component than to the new positions component for the reason that the separations taking place in the early post-Survey period must largely be separations from the filled positions of the Survey date.

Graduate Social Workers Required on Basis of Employment Policy for Vacancies

A third possible method of estimating the requirement for graduate social workers is to apply to the total recruitment figures the employment policy rates relating to the vacancies existing on the Survey date. In Chapter 8, the reporting agencies were found to 'require' graduate social workers in filling 59 per cent of the existing vacancies and to 'require and prefer' graduates in 86 per cent of vacancies. When these rates are applied to the total recruitment requirements the following figures emerge:-

Year Ending October 1	Estimated Total Welfare Positions	Estimated Recruitment Requirements		
		For all Welfare Staff	For Graduates at 'Required' Rate of 59 per cent	For Graduates at 'Required and Preferred' Rate of 86 per cent
1952	4601	886	523	762
1953	5015	966	570	831
1954	5466	1052	621	905

The validity of these estimates depends on the extent to which the post-Survey recruitment requirements (on any given day capable of being expressed as vacancies) parallel the vacancies on the Survey date in respect to employment policy.

Lending support to the validity of the employment policy rates for vacancies are the employment policy rates relating to the positions which the agencies reported as definitely to be set up in the first twelve months following the Survey date. The data reported by the agencies in respect to these positions relate directly to the post-Survey period and while the numbers of such positions were limited, for the reasons noted in Chapter 7, the employment policy rates for these positions are of value. As noted in Chapter 8 the 'required' rate for positions to be set up was 57 per cent, the 'required and preferred' rate was 90 per cent. It appears significant that these rates are within two and four per cent, respectively, of the employment policy rates for the vacancies existing on the Survey date. This fact provides supporting evidence that in respect to the positions for which the reporting agencies were currently seeking staff or for which they were about to seek staff they wanted substantially larger proportions of graduate social workers than they had on the Survey date.^{1/} It should not be lost sight of that a similar conclusion is to be drawn from the 'required and preferred' rate for filled positions. In fact, a notable feature of the employment policy data is the consistently high level of the 'required and preferred' rates: 78, 86, and 90 per cent of filled positions, vacancies and positions to be set up, respectively. As suggested in Chapter 8, this seems to indicate an employment policy which in the long run would ensure a high proportion of trained social workers.^{2/}

THE FACTOR OF INCOMPLETE COVERAGE

In evaluating the various alternative estimates set out above, the incomplete coverage of welfare agencies referred to in Chapter 1 should be borne in mind. It was estimated there, that perhaps 300 to 400 welfare positions in provincial departments were not reported, together with an unknown number in local public welfare departments and a relatively small number in voluntary agencies. No specific estimate of the total recruitment

^{1/} For a more comprehensive discussion of the significance of the various employment policy rates together with a discussion of the factor of level of training, see Chapter 8.

^{2/} The type of training wanted for welfare positions in which graduation is not specified did not form part of the Survey enquiry, although in earlier chapters some reference was made to preferences mentioned in the returns.

requirement of these agencies can be made. It may perhaps be assumed from the fact that they did not participate in the Survey that their requirements for graduate social workers were smaller proportionately than that of the reporting agencies; their requirements would nonetheless constitute a significant addition to the demand expressed by the reporting agencies.

INSTITUTIONAL REQUIREMENTS

It is impracticable to attempt to estimate institutional requirements for graduate social workers in the post-Survey period in the way that this was done in respect to the reporting agencies. The factors which rule out such estimates are associated with the limitations of institutional coverage referred to in the previous chapter, with the unevenness of growth in reporting institutions and with the concentration of requirements for trained workers largely within one field of work.

It was noted in Chapter 2 that institutions are only beginning to express an interest in the employment of graduate social workers. While this is true of reporting institutions generally, it does not entirely represent the outlook of homes for children. This group of reporting institutions, in which the growth rate approximates that of reporting agencies, shows a marked interest in the employment of graduates. This is borne out by the employment policy figures discussed in Chapter 9, which show that in respect to filled positions the 'required and preferred' rate is 37 per cent and the 'required' rate is 12 per cent. Also, graduates are required or preferred for all vacancies and new positions, which, though few in number, comprise the majority of those in reporting institutions.

In summarizing the requirements for reporting institutions, however, it may be stated only that a small but growing demand for graduate social workers in the immediate post-Survey period is predictable on the basis of the Survey findings.

SUMMARY OF ESTIMATES AND THE PROBLEM OF SUPPLY

No attempt is made to arrive at a numerical estimate of the demand for graduate workers within the whole universe for which coverage was sought, or to combine the data on reporting agencies and institutions. Instead, the various estimates set out above for reporting agencies are allowed to stand as representative of the whole welfare field. To the extent that these are valid estimates in respect to the reporting agencies, they must, of course, understate the requirements for the field as a whole.

It will be recalled that the discussion of the demand for trained workers at the beginning of this section set out to examine how many the estimated number of welfare positions for which staff was required in the post-Survey years under review (a total of 2904) would have been filled by trained workers had these been available. The estimated number for the three post-Survey years, from the date of the count to October 1, 1954, are presented below:

Estimates of Agency Requirements for Additional Graduates October 1, 1951 to October 1, 1954

<u>Basis of Estimate</u>	<u>Total Additional Graduates</u>
Maintaining the proportion existing on the Survey date	830
Applying the employment policy rates for filled positions	
At the 'required' rate of 34 per cent	987
At the 'required and preferred' rate of 78 per cent	2265
Applying the employment policy rates for vacancies	
At the 'required' rate of 59 per cent	1713
At the 'required and preferred' rate of 86 per cent	2498

The above summary of agency requirements as applied to the estimates of total recruitment needs presents a number of goals in social welfare staffing for the consideration of the Canadian schools of social work, the employing organizations and the social work profession.

In undertaking the assessment of these various goals to determine their significance and practicability in social work planning, a thorough examination of supply factors is, of course, of first importance. As was pointed out in Chapter 1, only a few brief comments on the question of supply can be made in this Report.

The main source of the supply of graduates has been, and will doubtless continue to be, the Canadian schools of social work. It was noted in Table 37 that these schools supplied nearly 90 per cent of the graduates employed by the reporting agencies on the day of the count^{1/} and that the only other significant sources of supply are American schools.

In any given year the supply, it is true, would include, in addition to new graduates from Canadian and other schools of social work, a small number of persons made up of graduates returning from work in other countries, or from temporary retirement, or entering the country as immigrants. This may be offset to some extent by emigration of Canadian graduates.

While no comprehensive data on supply are available, the output of Canadian schools gives some measure of the extent of supply in the post-Survey period. The total number of graduates in the academic year 1951-52 was 351,^{2/} of whom 240 or over two-thirds were graduates with one-year degrees or diplomas and 111 with two-year degrees or diplomas.^{3/} The exact number of one-year graduates who proceeded directly into the second year of training and hence did not enter employment in 1952 is not known although an estimate of about 100 might be indicated.^{4/} On this basis, the net number of graduates entering the field from Canadian schools in 1951-52 would have been about 250. A net gain of about this number from Canadian schools also seems indicated by available data for the other two years of the post-Survey period which are under review.^{5/}

^{1/} Of the 31 graduates in reporting institutions, all but two took their training in Canadian schools.

^{2/} Among the graduates of this and the next year would be most of the 97 persons noted in Chapter 7 of this Report as having resigned or received leave of absence to take social work training. Thus, a significant proportion of new graduates will have had previous welfare experience.

^{3/} Figures provided through the courtesy of the Education Division, Bureau of Statistics. For the same year, the Council on Social Work Education reports 208 one-year degrees or diplomas granted and 103 two-year degrees or diplomas. Statistics on Social Work Education. New York, 1952. Even with the addition of the figures for the Maritime School (not reported by the Council), there is still a discrepancy between the two sets of figures.

^{4/} This estimate, based on the number of two-year graduates in 1953, takes into account some loss of students during the year and some loss through students not presenting their theses; it also takes account of social workers returning from the field for a second year of training.

^{5/} The enrollment figures for 1953-54 appear to be only slightly larger than those for 1951-52; at the time of writing the number of graduates in 1954 is not known. Enrollment for 1952-53 was considerably larger than for 1951-52 but the Council figures do not show an increase of graduates over the 1951-52 output. See Statistics on Social Work Education, 1952-53. New York, 1953.

Against these figures on the supply of graduates from the Canadian schools or, rather these figures augmented by a small number of additional graduates from the other sources mentioned, are to be set the several estimates of requirements noted above. It would appear that supply in the post-Survey period may not have been sufficient to maintain the proportion of graduates to total welfare staff existing on the Survey date and that it fell well short of the numbers estimated on the basis of the employment policy rates for filled positions and for vacancies.

In view of this situation and in the light of a more thorough study of supply, employers, Schools, and the social work profession will need to determine the most practicable immediate and long term goals for professional education and for recruitment. Insofar as the meeting of agency requirements constitutes a long term goal, two other questions are of signal importance, that is, the most effective utilization of trained social workers and the development of in-service training. In short, it falls to the welfare field as a whole to consider the implications, in terms of recruitment, formal training and in-service training, of the inability of employing organizations to secure staff with the qualifications for which, with varying degrees of emphasis, they have expressed a preference.

A P P E N D I X 1

REFERENCE PAPERS

1. PLAN OF SURVEY
2. LOCAL SURVEY REPRESENTATIVES
- 2A. DEPARTMENTAL SURVEY REPRESENTATIVES
3. AGENCIES, ORGANIZATIONS AND INSTITUTIONS TO BE INCLUDED IN THE SURVEY
- 3A. WELFARE SERVICES IN FEDERAL AND PROVINCIAL DEPARTMENTS
4. WELFARE POSITIONS TO BE INCLUDED IN THE SURVEY:
Explanation and Guide List for Voluntary, Municipal
and County Organizations
- 4A. WELFARE POSITIONS TO BE INCLUDED IN THE SURVEY:
Explanation and Guide List for Departmental Survey
Representatives
5. INSTRUCTIONS FOR FILLING IN THE QUESTIONNAIRE

Survey

OF WELFARE POSITIONS TO DETERMINE DEMAND FOR SOCIAL WORKERS IN CANADA

Reference Paper No. 1

Plan of the Survey

A nation-wide Survey of Welfare Positions to Determine the Demand for Social Workers in Canada is being conducted by the Research Division of the Department of National Health and Welfare.

Objective

The Survey grew out of general concern over the acute shortage of qualified staff reported by public and voluntary organizations and the necessity of obtaining accurate information as a basis for realistic long-term planning. The findings will furnish agencies with a guide for planning for their staff requirements in relation to the national, regional and, to some extent, the local situation, and will enable Schools of Social Work to estimate the size and nature of their training problems.

Sponsorship

The request for the Survey was made to the Honourable Paul Martin, Minister of National Health and Welfare, by the National Conference on Personnel in Social Work, a gathering of representatives of the Canadian Association of Social Workers, the Canadian Schools of Social Work, the Canadian Welfare Council, and a number of public departments and voluntary agencies. These groups are now represented by the permanent Personnel Committee of the Canadian Welfare Council, which set up the Advisory Sub-Committee on Survey to work with the Research Division and to provide such assistance as might be necessary.

The Research Division also had the assurance of active local support. Without this assurance it could not have attempted a Survey of all the welfare organizations in Canada.

Organization

The planning of the Survey and the preparation of the questionnaire and explanatory material have been done by the Research Division but an important part of the organizational work can only be done locally. It can be done effectively only with the help of local agencies having an intimate knowledge of the welfare resources of their communities.

For this reason, the Research Division is relying on selected voluntary and public agencies across Canada to prepare lists of welfare organizations in each locality, to develop interest and participation through Survey committees or personal contacts, and to carry out any necessary follow-up work after the distribu-

tion of the questionnaire by the Research Division. Since there is no complete list of welfare organizations for Canada, the most important immediate task for the Survey Representatives is the preparation of comprehensive lists of local welfare agencies, institutions and organizations.

Coverage

The Survey covers welfare programs in public and private agencies, institutions and organizations across Canada. Within each organization it covers welfare positions in which full-time, paid, staff are employed on October 1, the date of the nation-wide count, as well as vacancies and new positions to be set up. The questionnaire is designed to show, for each field of work and type of position, the discrepancy between the demand for social workers and the available supply; the size, composition and training of the welfare staff; and the distribution and use of personnel.

Problems of Definition

The problem of defining the limits of the Survey in terms of organizations to be covered is perhaps the most difficult one to resolve. There is no clear-cut, generally acceptable, definition of what constitutes a welfare program. The frontiers are constantly being extended as new programs are developed, not only for special groups, but increasingly for the benefit of all members of the community. Opinions vary both on the extent to which some of these programs, particularly in the preventive area, have a welfare content, and on the most appropriate kinds of training required for effective service. These diverse points of view are reflected in the employment trends affecting the demand for social workers in different parts of the country. Since demand cannot be estimated without taking these trends into account, the Survey is based on a broad interpretation of welfare.

Generally speaking, the programs of both the recognized social agencies and the peripheral organizations covered by the Survey may be grouped into four major areas: services to meet economic dependency or distress; basic protective and rehabilitative services, including institutional care; a wide variety of preventive services; and a number of programs to improve quality of service and to raise levels of administration, such as welfare councils and community chests, facilities for social work training, and research. For the purpose of the Survey, these broad areas have been classified into sixteen fields of work.

Confidential Nature of Replies

All individual replies will be confidential. Copies of the questionnaire are to be mailed from the Research Division to every agency taking part in the Survey and the completed forms returned direct to the Research

Division which alone will have access to them. The findings will be presented for large-areas and types of service in the form of a statistical report. No information identifying an individual agency or public department will be released unless special permission is given.

Survey Procedure

RESEARCH
DIVISION

A. Basic Organization

- 1. Preliminary organization and preparation of explanatory material (5 Reference Papers) and questionnaire.
- 2. Selection of Survey Representatives and request for their co-operation.
- 3. Distribution of Reference Papers to Survey Representatives.
- 4. Test of questionnaire in selected agencies

B. Selection of Welfare Organizations to be Covered

- 5. Preparation of lists of welfare organizations.

SURVEY
REPRESENTATIVES

The lists of local organizations and appropriate government divisions and branches are to be prepared according to the instructions given in Reference Papers 3, 4, 3A and 4A.

- 6. Organization of Survey Committees (optional).

Survey Representatives may find it helpful to setup Survey Committees to assist in preparing their lists.

- 7. Transmission of lists to the Research Division.

C. Interpretation of Objectives

SURVEY
REPRESENTATIVES
AND

- 8. Interpretation of objectives to local organizations and public departments.

Survey Representatives are asked to explain the purpose

RESEARCH
DIVISION

and scope of the Survey to the organizations to be covered by the Survey and to encourage them to complete the questionnaire.

D. Distribution of Questionnaire

- 9. General distribution of Reference Papers and questionnaire to each participating organization.

E. The Nation-wide Count

- 10. Study and completion of the questionnaire by chief executive of each reporting agency.

ALL WELFARE

ORGANIZATIONS

- 11. Return of completed questionnaires to Research Division.

F. Preparation and Distribution of Report

- 12. Tabulation and analysis of returns.
- 13. Preparation of the final statistical report.
- 14. Presentation of report to the Personnel Committee through the Advisory Sub-Committee on Survey.
- 15. Distribution of report to all organizations participating in the Survey.

RESEARCH
DIVISION

G. Significance of the Findings

EMPLOYING
AGENCIES AND
SOCIAL WORK
PROFESSION

- 16. It will remain with the social agencies, the public departments, the Schools of Social Work and social workers generally to study the implications of the findings for their own organizations and for social work generally.

Survey

OF WELFARE POSITIONS TO DETERMINE DEMAND FOR SOCIAL WORKERS IN CANADA

Reference Paper No. 2

Local Survey Representatives

Local Co-operation

As explained in Reference Paper 1, an important part of the organizational work of the Survey can be done only by local agencies with a thorough knowledge of the welfare resources within their communities. This assistance is particularly needed in preparing a master list of all agencies, organizations and institutions in Canada which have full-time, paid, welfare positions, filled or unfilled.

For this reason, the Research Division is relying on one agency in each community to prepare a complete list of voluntary, municipal and county welfare organizations within a given area and, in other ways, to act as Local Survey Representatives. This co-operation will make it possible to give every appropriate agency an opportunity to participate in the Survey.

It is hoped that Local Survey Representatives will be willing to assume some responsibility for interpretation of the project locally and, at a later stage, to arrange for follow-up, where necessary.

Survey Committees

Since preparation of agency lists may represent a considerable amount of work even where directories of welfare resources are available, Local Survey Representatives may find it helpful to share this responsibility with other agencies by forming Survey Committees.

Provincial and Federal Co-operation

Deputy Ministers of appropriate provincial and federal departments of government are being asked to act as Departmental Survey Representatives to ensure complete coverage of welfare branches and divisions. They may wish to set up departmental or interdepartmental committees for this purpose.

Explanations and Guide Lists for Departmental Survey Representatives are given in Reference Papers 2A, 3A and 4A. In a few cases they are also being asked to assist in providing lists of local organizations and should, therefore, read Reference Papers 2, 3 and 4.

Guide Lists

Reference Papers 3 and 4 containing Guide Lists showing the types of agencies and positions to be included in the Survey are being distributed to assist Local Survey Representatives in preparing their lists. At a later date these will be forwarded with other Reference Papers to all participating agencies.

THROUGHOUT THE REFERENCE PAPERS, THE TERMS 'WELFARE AGENCY' AND 'WELFARE ORGANIZATION' ARE USED INTERCHANGEABLY AND REFER ALSO TO WELFARE INSTITUTIONS AND OTHER INSTITUTIONS IN WHICH A WELFARE SERVICE IS PROVIDED.

Responsibility of Local Survey Representatives

PREPARATION OF LISTS OF ORGANIZATIONS

The preparation of local lists involves study of Reference Paper 3, containing the Guide List of types of agencies at the local and municipal level, and also of Reference Paper 4, giving a similar list of welfare positions. These lists, together with the explanations which accompany them, provide the basis on which the selection of local organizations is to be made.

INTERPRETING THE PROJECT

It is hoped that during the summer months the chief executives and staffs of agencies acting as Survey Representatives as well as members of local Survey Committees, where these are set up, will take every opportunity to interest other agencies in the purpose and value of the study.

An advance copy of the questionnaire, together with Reference Paper 5 containing the instructions, will be mailed to Survey Representatives shortly before the general distribution in September.

FOLLOW-UP

If the questionnaires are not returned in good time, it may be necessary for the Research Division to consult Local Survey Representatives with regard to getting more complete returns.

If any questions arise about any aspect of the Survey, please write to the following address:

SURVEY OF WELFARE POSITIONS,
RESEARCH DIVISION,
DEPARTMENT OF NATIONAL HEALTH AND
WELFARE,
JACKSON BLDG.,
OTTAWA, CANADA.

Survey

OF WELFARE POSITIONS TO DETERMINE DEMAND FOR SOCIAL WORKERS IN CANADA

Reference Paper No. 2A

Departmental Survey Representatives Federal and Provincial Departments

Departmental Co-operation

It was mentioned in Reference Paper 1 that selected voluntary and public agencies would be asked to prepare lists of welfare organizations in each area. The major part of this task falls on voluntary agencies acting as local Survey Representatives; their lists are to include welfare departments and institutions under local governments, as well as private organizations.

Deputy ministers of welfare and of other appropriate federal and provincial departments are asked, as Departmental Survey Representatives, to list departmental regional offices and institutions in which a welfare service is provided. This list is needed for two reasons: to complete the master index of welfare services and to indicate the number of questionnaires to be forwarded to each department in September.

It should be noted that, in order to show the geographic distribution of welfare staff, separate questionnaires are to be filled in for the following: (a) departmental headquarters; (b) each regional office; (c) each institution administered by a department. In other words, each of these is considered a separate reporting agency even though all the questionnaires may be filled in at head office.

Deputy ministers of welfare are also asked to list all voluntary welfare organizations in unorganized territories.

Preparation of Lists

Before the lists are drawn up, Reference Papers 3A and 4A should be consulted. These papers discuss the types of welfare services and positions with which the Survey is concerned. Although they are intended primarily for the guidance of Departmental Survey Representatives in filling out the questionnaire, they should also be used as a basis for selecting the regional offices and institutions for the departmental lists.

These lists are to show only the name and address of each regional office and institution. It is not necessary to show the names of directors since all correspondence will be directed to deputy ministers, unless otherwise requested.

Agencies in Unorganized Territories

There may be a few voluntary agencies or institutions in the unorganized areas of each province. Since these are doubtless known to welfare departments, Survey Representatives of these departments are asked to prepare a supplementary list containing the names and addresses of these organizations and, if possible, the names of the executive heads. The explanations and Guide Lists in Reference Papers 2, 3, and 4, prepared for Local Survey Representatives, should be read before this list is compiled.

Survey Committees

Departmental Survey Representatives in some provinces may wish to set up departmental or interdepartmental Survey Committees for joint planning and interpretation of the Survey.

If any questions arise about any aspect of the Survey, please write to the following address:

SURVEY OF WELFARE POSITIONS,
RESEARCH DIVISION,
DEPARTMENT OF NATIONAL HEALTH
AND WELFARE,
615 JACKSON BUILDING,
OTTAWA, CANADA.

Survey

OF WELFARE POSITIONS TO DETERMINE DEMAND FOR SOCIAL WORKERS IN CANADA

Reference Paper No. 3

Agencies, Organizations and Institutions to be Included in the Survey

Explanations and Guide List for Local Survey Representatives

Since no index of all welfare agencies in Canada now exists the Survey depends on the preparation of local lists by Survey Representatives.

As an aid to Local Survey Representatives in preparing these lists, this Reference Paper contains an explanation and a Guide List of organizations to be included in the Survey. The list does not give the exact titles of individual agencies, except in a few instances, but shows the types of organizations to be covered. It is intended only as a guide for selection.

How to Select Local Organizations

Local Survey Representatives are asked to list the following types of organizations:

- (a) local non-governmental welfare agencies, organizations and institutions, including welfare programs of health agencies;
- (b) headquarters and branch offices of provincial or national voluntary organizations in the area for which the list is being prepared;
- (c) municipal or county welfare administrations;
- (d) municipal or county institutions, including social service departments of hospitals.

Within these limits, selection should be broad enough to include:

- (i) organizations which provide welfare services or relief and employ full-time, paid staff for this purpose **WHETHER OR NOT** they employ qualified social workers;
- (ii) organizations whose only welfare positions are vacant;
- (iii) organizations which have not yet set up welfare positions but which it is thought may be planning to establish them within a year.

Survey Representatives should note that the organizations to be covered by the Survey may go beyond membership in Community Councils or Chests where they exist but, on the other hand, may not include all Council or Chest members. If Survey Representatives are doubtful about listing any particular organization they should include it, with a marginal note explaining the reason for the doubt.

Do not list any branches or institutions of the Salvation Army or of the Canadian National Institute for the Blind; these are being reported individually from their respective head offices.

Also do not list any provincial or federal departments, branches, or institutions. These will be covered by Departmental Survey Representatives.

Welfare Institutions

Welfare institutions include homes for the aged, orphanages, detention homes, homes for unmarried mothers, homes for young working girls or boys, hostels for homeless men, correctional institutions if not administered by provincial or federal departments, and so forth. A Children's Aid shelter is not regarded as a separate institution.

Organizations Whose Primary Function Is Not Welfare

Where the primary function of an organization is not welfare, only the special divisions or units providing welfare services are covered by the Survey. In general hospitals, for example, a medical social work division or a unit in which at least one full-time, paid, staff member is employed to give a welfare service, is considered a welfare organization for Survey purposes. This type of set-up includes, also, social service units in health departments, clinics, mental hospitals, sanatoria, and institutions for the physically handicapped. Local communities may have other examples, such as school social workers or group workers in a recreation program.

Guide List of Organizations for Local Survey Representatives

Types of Agencies, Organizations and Institutions which are to be Included in the Survey

Agencies and Institutions for the Homeless and Unattached

Big Brother and Big Sister Associations
Boy's Clubs
Boy Scouts

Child Guidance Clinics
Child Welfare Agencies
Children's Aid Societies
Church Social Service Departments, Institutions or Homes (excluding pastoral services and schools)

Clinics, medical or psychiatric (social service units)
Clubs for Aged, Blind, etc.

Community Centres
Community Chests and Councils
Community Clubs
Community Councils
Convalescent Homes (social service units)
Co-ordinating Agencies in the Social Welfare Field
Correctional Institutions
Councils of Social Agencies
County Homes
Creches
Crippled Children's Societies

Day Nurseries
Detention Homes for Juveniles

Family Courts
Family Welfare Agencies

Girl Guides

Health Programs (e. g. Tuberculosis Associations, if employing staff in welfare positions)
Homemaker Services
Homes for the Aged
Homes for the Chronically Ill (social service departments)
Homes for Working Girls or Boys
Homes for Unmarried Mothers
Hospitals (social service departments)
Hostels for Transients
Houses of Refuge

Immigrant Services
Industrial Schools
Infants' Homes
Institutions for Dependent Children
Institutions for Delinquent Children
Institutions or Hostels for the Mentally Deficient
Institutions and agencies for the Physically Handicapped (other than hospitals)
Institutions for the Aged

Juvenile Courts
Juvenile Detention Homes

Men's Hostels
Mental Hospitals (social service departments)
Municipal Homes
Municipal Health Departments (social service units)
Municipal Welfare Departments

Neighborhood Centres

Observation Homes

Playground Departments
Probation Services for Juveniles and Adults (municipal)

Receiving Homes
Recreation Departments and Agencies
Recreation Commissions or Councils
Rehabilitation Services for Discharged Prisoners
Rehabilitation Services for the Handicapped

School Boards (social work in schools or guidance clinics)
Schools of Social Work
Seamen's Services
Services for the Blind
Settlement Houses

Training Schools for Delinquents
Travellers' Aid Societies

Veterans' Welfare Services
Visiting Housekeeper Services

Welfare Councils

Y.M.C.A., Y.W.C.A., Y.M. - Y.W.H.A.
Youth Protection Schools
Youth Councils

Organizations to be Excluded

Benevolent Funds
Employment Agencies
Goodwill Industries
Nursery Schools

Personal and Social Service Divisions in Industrial and Commercial Establishments

Poppy Funds

Residences as distinct from homes (e. g. Y. W. C. A. Residences)

Salvage and Similar Workshops

Vocational Guidance Services

AS A FURTHER AID IN SELECTING THE APPROPRIATE AGENCIES, LOCAL SURVEY REPRESENTATIVES SHOULD ALSO READ REFERENCE PAPER 4 WHICH GIVES THE GUIDE LIST OF POSITION TITLES TO BE INCLUDED IN THE SURVEY.

Setting Up the List

The local list should contain the name and address of each organization, and the title and name of the executive head. It should also indicate by an 'F' opposite

their names, the agencies which would prefer to receive the Reference Papers and questionnaire in French.

Examples

Family Bureau of Winnipeg,
405 Confederation Life Bldg.,
Winnipeg, Manitoba.
Executive Director:
Miss Marjoria L. Moore.

F Saint Joseph's Orphanage,
117 Rideau Terrace, Ottawa
Mother Director: Mother Saint
Joseph of the Infant Jesus.

Social Service Department,
Town Hall,
Glace Bay, Nova Scotia.
Welfare Officer: Miss Jane B. Wisdom.

Social Service Department,
Children's Memorial Hospital,
Montreal, P. Q.
Director: Mrs. Christina F. James.

Recreation Commission,
City of Edmonton,
Edmonton, Alberta.
Superintendent of Public Rec-
reation: Mr. John Farina.

Children's Aid Society,
County of Renfrew,
Renfrew, Ontario.
Superintendent: Mr. H. H. Dymond

In municipalities where there is a published directory of social resources, this may be used provided that: it is brought up-to-date; the organizations to be included in the Survey list are clearly marked in the margin; and any additional agencies not included in the directory are entered on a supplementary list and attached to the directory.

Two copies of the completed list are to be sent to the Research Division and one copy retained for the use of the agency acting as Survey Representative.

If the material is addressed to Survey of Welfare Positions, Research Division, Department of National Health and Welfare, Jackson Building, Ottawa, Canada, and marked O.H.M.S., it may be sent postage free.

Survey

OF WELFARE POSITIONS TO DETERMINE DEMAND FOR SOCIAL WORKERS IN CANADA

Reference Paper No. 3A

Welfare Services in Federal and Provincial Departments

Types of Services Covered

There is considerable variation, both provincially and federally, in the welfare services provided and in the division of responsibility between one department and another.

In addition to services under public welfare departments, such as child and family welfare, financial aid, and services for special groups such as homeless men and the Metis, the Survey covers a number of programs which may be administered by other departments whose main function is not welfare, such as health, veterans' affairs, and departments responsible for correctional care. For example, medical and psychiatric social service units in departments, hospitals, sanatoria and clinics are included. Similarly, programs such as probation and parole services for adults and children, welfare services in penal institutions, welfare programs for veterans, the handicapped, Indians and Eskimos, and immigrants, and physical fitness programs are among those covered by the Survey.

Within these services, the Survey covers every welfare position which is filled at the date of the count, WHETHER OR NOT it is filled by a qualified social worker, or which is established but vacant on the date of the count. A welfare position which is not yet set up is also included if there is reasonable assurance that the necessary approval for its establishment will be obtained within a year.

Guide List of Services

The Guide List on the following page of this Reference Paper shows in some detail the types of services in which welfare positions are most likely to be found. It should be carefully reviewed before selecting the welfare positions for which information is to be entered on the questionnaire. This list and the Guide List of welfare positions in Reference Paper 4A were drawn up after a review of services and positions in federal and provincial departments across Canada. However, since every possible title is not included, they are to be used only as a guide in selection.

Welfare Departments or Branches

SERVICES IN DEPARTMENTAL HEADQUARTERS. The head office of a department is considered a single agency for Survey purposes even though a number of separate divisions may administer different types of services. All of these are reported on the same questionnaire, with the fields of work both of the agency and the individual shown. Personnel working outside a head office but not attached to a regional office are reported on the head office questionnaire.

SERVICES IN REGIONAL OFFICES. In the same way a regional office is a single reporting agency irrespective of the number of services it is responsible for.

Departments Whose Primary Function Is Not Welfare

Where welfare is subsidiary to the main function of a department only the special divisions or units providing welfare services are covered. It should be noted that in some of these departments only one division or unit, in some cases comprising only one welfare position, is involved. In such cases this single unit is considered a reporting agency.

In these departments, also, the welfare divisions located at head office are treated together as a single reporting agency. Similarly, the welfare divisions or units located in a regional office are considered one reporting agency.

Institutions

All institutions administered by public departments are included insofar as they provide a welfare service. Institutions which are administered under voluntary auspices are, however, not included even though they may receive public funds to assist with operation or maintenance costs; these are being listed by Local Survey Representatives.

WELFARE INSTITUTIONS. These include homes for the aged, homes for children, detention homes, homes for unmarried mothers, hostels for homeless men and juvenile reform institutions.

OTHER INSTITUTIONS. Where welfare is not the main function of an institution as, for example, a hospital or a penal institution, only the special divisions or units providing welfare services are covered by the Survey. These are included even if there is only one welfare position.

A general Reference Paper of this kind cannot deal with all the variations in departmental organization. Special variations will be taken up by letter with the departments concerned. However, if Departmental Survey Representatives foresee any special problems, it would be helpful if they would write to the Research Division about them.

Guide List

TYPES OF WELFARE SERVICES IN PROVINCIAL AND FEDERAL DEPARTMENTS TO BE INCLUDED IN THE SURVEY

Child Guidance Services	Institutions for Aged	Receiving Homes
Child Welfare Commissions	Institutions for Children	Reform Institutions
Child Welfare Divisions or Branches	Juvenile Courts	Rehabilitation Services for the Handicapped (welfare services)
Civilian Rehabilitation Branches		Research Divisions
Clinics, Medical or Psychiatric (social service units)	Medical Services Divisions	Sanatoria (social services divisions)
Correctional Institutions	Mental Health Divisions (social services)	School Social Service Divisions
Corrections Branch	Mental Hospitals (social services divisions)	Single Men's Divisions
Detention Homes	Metis Rehabilitation (welfare services)	Social Aid Branches
Family Allowances Divisions (welfare services)	Mothers' Allowances Divisions or Branches	Social Services Divisions
Family Courts		Social Welfare Branches
Family Welfare Divisions or Branches		Social Welfare Courts
Field Inspection Services		Soldiers' Aid Commissions (welfare services)
Field Services	Old Age Pensions Divisions or Branches	T. B. Social Service Divisions
Health Branches (social service divisions)	Parole Boards	Training Schools for Delinquents
Home Investigating Branches	Penal Institutions	Unemployment Relief Branches
Hospitals (social service departments)	Penitentiaries Branches	Veterans' Welfare Services
Hostels for Homeless Men	Physical Fitness Divisions	Welfare Institutions
Immigrant Services	Probation Services	Welfare Services Divisions
Industrial Farms	Provincial Gaols	Welfare Services for Indians and Eskimos
Industrial Refuges	Psychiatric Services Divisions	Workmen's Compensation Boards (rehabilitation)
Industrial Schools	Public Charities Divisions	
Inspection Branches (welfare services)	Public Welfare Services Divisions	

To be Excluded

Employment Services		Vocational Guidance Services
Personnel Divisions	Schools for the Deaf and Blind	Vocational Training Divisions

Survey

OF WELFARE POSITIONS TO DETERMINE DEMAND FOR SOCIAL WORKERS IN CANADA

Reference Paper No. 4

Welfare Positions to be Included in the Survey *Explanation and Guide List for Voluntary, Municipal and County Organizations*

The questionnaire asks for information on all full-time, paid, welfare positions in the organizations taking part in the Survey. It covers not only positions filled at the date of the count, but also vacancies and new positions definitely to be established within one year of the date of the count.

Clerical, stenographic, and maintenance positions are excluded in all organizations.

What Is a Welfare Position?

A Guide List showing the kinds of positions which are considered welfare positions for Survey purposes is given on the other side of this Reference Paper. The list was drawn up after a review of position titles in representative voluntary, municipal and county agencies across Canada. However, it does not give the exact title of every welfare position in any given agency. It gives typical position titles to be used as a guide in selection.

Full-time Positions

The Survey covers only full-time employment which is defined as at least 35 hours of work per week. All part-time and voluntary welfare positions are excluded. Seasonal positions, such as playground supervisors and camp directors, where they are held for only two or three months in the year, are not covered. However, year-round welfare positions involving camp or playground work as part of normal duties are covered.

Members of religious orders, such as the Order of St. John the Divine, Sisters of the Good Shepherd or Christian Brothers, who are giving full time to welfare duties, are included even though they may not receive a salary in the usual sense of the term.

How to Select Welfare Positions in Organizations

Heads of reporting agencies should read through the complete list of position titles on the Guide List before deciding on the positions in their agencies for which information should be entered on the questionnaire. Every position falling within the types listed is included even though the title in any given agency may differ from that on the Guide List.

Generally speaking, the selection of welfare position presents little difficulty. It should be kept in mind, however, that the decision as to which positions to include depends on the type of position and not on the qualifications of the person employed. A welfare position is to be reported regardless of the training or experience the person holding it has had. A position involving, for example, family or child welfare service, probation, or personal counselling is a welfare position. It is included regardless of whether the person is holding it by virtue of long experience in the work or because he has formal training in social work, in psychology or in some other specialization.

Special Cases

On the other hand, a number of positions in welfare organizations are not welfare positions and are not covered by the Survey. A person engaged, for example, as a dietitian, a psychologist, an accountant, or a nurse, to work only in his own field is not covered. However, a psychologist employed to give a personal counselling service in an institution is considered to be in a welfare position and is, therefore, covered. Where the position involves both types of service, the agency head will have to decide whether or not the welfare aspect predominates. If it does, the position is included.

The head of a day nursery which considers itself a welfare agency is in a welfare position, as are certain other staff members. A nursery school teacher, however, is not included. In the same way a swimming instructor or a teacher of crafts in a recreation agency is not counted, but a program director is, because this position has a welfare content. Similarly, the matron or superintendent of an institution is in a welfare position, as are other persons whose functions go beyond physical care or education, such as an officer responsible for after-care or follow-up, and a recreation worker.

How to Select Executive Heads

The executive heads of all voluntary social agencies are in welfare positions as, for example, the executive director of a family agency, the general secretary of a Y. M. C. A., or the superintendent or matron of a private institution.

In the case of hospitals, school boards, health departments or other agencies whose major function is not welfare, only the directors of social service divisions are counted as executive heads. Where there is only one person providing the welfare service this person is reported as the executive head.

If in Doubt

If a position does not appear to fit any of the types on the Guide List, the director should include it if, in his opinion, it has a welfare content.

Guide List of Positions

Read this list carefully to determine which positions in your agency to include when filling in the questionnaire. Then read the list of exclusions. Reply for full-time, paid, welfare positions only.

Note: The list gives sample titles of positions but, to avoid repetition, does not mention titles of assistants in any of the positions. These are, of course, to be included, e.g., Assistant to Executive Director, Assistant Commissioner, Deputy Commissioner, Assistant Supervisor.

Activities Director or Secretary Administrator Adoption Worker Agent	Field Executive or Representative Field Secretary Field Supervisor Field Work Director	Recreation Director, Supervisor, or Worker Regional Supervisor or Admin- istrator Rehabilitation Officer Relief Administrator Relief Inspector or Officer Research Director or Worker
Boys' Work Secretary Branch Executive or Director Budget Secretary	Girls' Work Secretary Group Worker	
Case Aide Case Consultant Caseworker Casework Supervisor Chief Probation Officer Child Placement Worker Church Social Worker (full-time to welfare work) Club Leader Commissioner of Public Welfare Consultant	Head Worker Home Finder Home Investigator Institutional Director, Super- intendent, Head, Principal, Matron or Manager Intake Worker (not receptionist) Investigator	School Social Worker Settlement Worker Social Service Index Secretary Social Worker Superintendent or Principal Supervisor
Dean or Director, School of Social Work Director of Agency, Department, Branch, Division or Unit Director, Volunteer Services	Managing Director Medical Social Worker Membership Secretary Neighborhood or Area Project Director or Worker	Teacher, School of Social Work (full-time only) Training Supervisor Travellers' Aid Director or Worker
Director, Welfare Services Director of Relief District Secretary Division Secretary	Parole Officer or Worker Personal Counsellor Placement Officer (after-care or follow-up) Playground Supervisor Probation Officer Program Director or Secretary Psychiatric Social Worker Public Relations Officer	Visitor Welfare Administrator Welfare Officer Welfare Visitor
Emergency Housing Officer Executive Director Executive Secretary		

Positions to be Excluded

Accountant, Auditor, or other Fiscal Officer Attendant in Institution	Home Economist Housekeeper Housemother or Housefather	Occupational Therapist Office Manager
Business Manager	Instructor in Arts, Crafts, Drama and other skills Instructor or Teacher, Day Nursery	Personnel Officer Physical Therapist Placement Officer, Employment Service Psychologist
Church Visitor Clerical Worker Comptroller or other person dealing only with finance	Judge	Receptionist or Information Clerk
Doctor, Psychiatrist, and other medical personnel	Lawyer Librarian	Statistician or Statistical Clerk Superintendent of Medical Institution
Employment Counsellor	Maintenance Staff	Teacher
Guidance Teacher in School	Nurse Nutritionist	Vocational Guidance or Training Officer Vocational Placement Officer
Health Education Instructor		Warden

Survey

OF WELFARE POSITIONS TO DETERMINE DEMAND FOR SOCIAL WORKERS IN CANADA

Reference Paper No. 4A

Welfare Positions to be Included in the Survey *Explanation and Guide List for Departmental Survey Representatives*

The questionnaire asks for information on all full-time welfare positions in public departments participating in the Survey. It covers not only positions filled at the date of the count, but also vacancies and any new welfare positions to be established within a year. (See Reference Paper 3A).

Clerical, stenographic, and maintenance positions are excluded.

What Is a Welfare Position?

A Guide List showing the kinds of positions which are considered welfare positions for Survey purposes is given in this Reference Paper. The list does not contain the exact title of every welfare position in any given department or institution; it gives only typical position titles to be used as a guide in selection.

Full-time Positions

The Survey covers full-time employment whether or not a permanent appointment has been made. All part-time and seasonal welfare positions are excluded.

How to Select Welfare Positions

Generally speaking, the selection of welfare positions presents little difficulty. It should be kept in mind, however, that the decision as to which positions to include depends on the type of position and not on the qualifications of the person employed. A welfare position is to be reported regardless of the training or experience the person holding it has had; for example, he may have had long experience in the work or formal training in social work, in psychology, or in some other specialization.

Special Cases

On the other hand, a number of positions in welfare programs are not welfare positions and are not included in the Survey. A person engaged,

for example, as a psychologist, an accountant, or a nurse to work only in his own field is not covered. However, a psychologist employed to give a personal counselling service in a reform institution is considered to be in a welfare position and is, therefore, included in the Survey. Where the position involves both types of service, it is included if the welfare aspect predominates.

The matron or superintendent of a welfare institution is in a welfare position as are other staff members whose responsibilities go beyond physical care or education, such as an officer responsible for after-care or follow-up, and a recreation worker.

How to Select Executive Heads

The Deputy Minister of Welfare in a department of welfare or a joint department of health and welfare is considered the executive head. In the case of a joint department with no deputy minister of welfare, the director of welfare services, whatever his title may be, is the executive head.

In departments of health, education or others whose major function is not welfare, only the director of the social service division or unit is considered an executive head. In hospitals, sanatoria, and clinics the head of the social service unit, not the superintendent, is the executive head for Survey purposes. Where there is only one person providing the welfare service, he is considered its executive head. This is done because it would distort the Survey findings if the higher administrative positions in departments other than welfare were included. One exception may possibly be made: in some provinces, the head of a corrections branch or reform institution for adults may be considered to be in a welfare position and should in such cases be reported as an executive head.

The instructions for filling in the questionnaire contained in Reference Paper 5 explain how the various types of executive positions are to be reported. These should be carefully read before the questionnaire is completed.

Guide List of Positions

Read this list carefully to determine which positions to include when filling in questionnaire. Then read the list of exclusions. Reply for full-time, paid, welfare positions only.

Note: The list gives sample titles of positions, but, to avoid repetition, does not mention titles of assistants in any of the positions. These are, of course, to be included, e.g., Assistant Administrator, Executive Assistant, Assistant Supervisor.

Administrative Officer
Administrator
Adoption Worker
Agent

Branch Executive or Director

Case Aide
Case Consultant
Casework Supervisor
Caseworker
Chief Probation Officer
Child Placement Worker
Classification Director or Officer
Commissioner of Public Welfare

Consultant

Deputy Minister of Welfare
Director, Division or Branch
Director, Field Service
Director, Medical Social Service Department
Director, Public Assistance

Director, Welfare Services
Director of Relief
Director of Physical Education

Field Executive or Representative
Field Supervisor

Group Worker

Head, Medical Social Service Department
Home Investigator
Hospitalization Investigator

Inspector, Welfare Services
Institutional Director, Superintendent, Head, Principal, Matron or Manager
Intake Worker (not receptionist)
Investigator

Liaison Officer

Managing Director
Medical Social Worker, Supervisor or Consultant

Parole Officer or Worker
Personal Counsellor
Placement Officer (after-care or follow-up)
Probation Officer
Provincial Supervisor
Psychiatric Social Worker, Supervisor or Consultant

Recreation Counsellor
Recreation Director
Recreation Officer, Penal or Correctional Institution
Recreation Supervisor
Recreation Worker, Children's Institution
Regional Supervisor
Rehabilitation Officer
Rehabilitation Officer for Adult Offenders
Relief Administrator
Relief Inspector
Relief Officer
Research Director or Worker

Social Worker
Superintendent
Superintendent or Principal Institution or Training School Supervisor

Training Supervisor

Unit Supervisor

Visitor

Welfare Administrator
Welfare Officer
Welfare Visitor

Excluded

Accountant, Auditor, or other Fiscal Officer
Attendant in Institution

Clerical Worker - all types
Comptroller or other person dealing only with finance

Doctor, Psychiatrist, and other medical personnel, including Nurse

Employment Counsellor

Home Economist
Homemaker
Housemother or Housefather

Indian Agent
Instructors in Arts, Crafts, Drama, and other skills

Judge

Lawyer
Librarian

Maintenance Staff

Nutritionist

Occupational Therapist
Office Manager

Personnel Officer
Physical Therapist
Placement Officer, Employment Service

Receptionist or Information Clerk
Regional Director, Vocational Training

Statistician or Statistical Clerk
Superintendent of Medical Institution
Superintendent of Prison or Adult Correctional Institution

Teacher in Children's Institution
Teacher of Handicapped or Retarded Children

Visiting Nurse (employed as nurse)
Vocational Guidance Officer

Warden
Welfare Teacher

Survey

OF WELFARE POSITIONS TO DETERMINE DEMAND FOR SOCIAL WORKERS IN CANADA

Reference Paper No. 5

INSTRUCTIONS FOR FILLING IN THE QUESTIONNAIRE

MATERIALS TO BE USED

A. THE QUESTIONNAIRE

The front page of the questionnaire asks for general information on the reporting agency, the area it serves, its field of work, whether it administers institutions, and so forth.

The inside page contains a series of questions about each welfare position filled on the date of the count and about the person holding each position. These ask, for example, for information on the field of work, type of position, and salary, and on the age, training, and experience of the worker.

The back page deals with staff turnover, vacancies, and new positions to be set up.

The questionnaire is to be filled in according to the situation on October 1, the date of the nation-wide count.

B. THE GREEN CODE SHEET

The green code sheet, attached to each questionnaire, contains a list of the code numbers and letters to be used in answering certain questions. On the left side of the sheet is a list of sixteen fields of work, each of which has a code number. On the right side, are thirteen types of positions, with a code letter corresponding to each. The use of the codes is discussed later in this Reference Paper under the questions to which they apply.

C. REFERENCE PAPER 4 or 4A

These Reference Papers provide information on the kinds of positions covered in each organization. Reference Paper 4 is for the guidance of voluntary and municipal organizations in selecting their welfare positions; Reference Paper 4A is for provincial and federal departments. (Reference Papers 3 and 3A discuss the kinds of organizations and services included in the Survey and should be consulted should any question arise in this connection).

D. REFERENCE PAPER 5

This Reference Paper contains explanations and instructions about the questions on the questionnaire.

The results of the Survey will be useful only if replies from all organizations are comparable. They will be comparable only if all answers are made on the same basis. Heads of agencies should therefore study these documents carefully before filling in the questionnaire.

SPECIAL INSTRUCTIONS

Be Sure to Read the Instructions for Each Question Before Answering

FRONT PAGE: QUESTIONS ABOUT REPORTING AGENCY

Question 1

REPORTING AGENCY. This refers to the organization for which the questionnaire is being filled in. Generally, each organization is a single reporting agency. However, where an agency decentralizes its administration through the establishment of regional or district offices, each office in which there are welfare positions, filled, vacant or to be set up, is a separate reporting agency and a separate questionnaire is to be filled in for each.

BUT, where a voluntary organization has a local office in the same city, under the direction of the head of the central office, information about both is to be given on one questionnaire. Also, in agencies where, for convenience, a worker or workers are located outside the head office but where there is little decentralization, information about these positions should be given on the head office questionnaire.

In brief, any one of the following may be a single reporting agency and a separate questionnaire is to be completed for it even if only one person is providing the welfare service:

- (a) a voluntary agency, organization or institution;
- (b) a head office of a government department or a voluntary organization;
- (c) a regional or district office of a department or of a voluntary organization;
- (d) a welfare institution administered by a department or by a voluntary organization;
- (e) a welfare division or unit which is part of an organization, institution or department whose main function is not welfare.

Question 2

ADDRESS OF AGENCY. Enter the full address of the reporting agency.

Question 3

PARENT ORGANIZATION. This refers to a head office or sponsoring agency which has some administrative control over the reporting agency as, for example, the national headquarters of a voluntary organization in relation to a regional or district branch or institution; or a provincial department in relation to a regional office or institution under departmental administration.

Parent organization does not refer to a council or chest with which the reporting agency is affiliated or to an organization which provides funds for the reporting agency but has no administrative control over it.

A parent organization itself is not necessarily a reporting agency. For example, a provincial Attorney-General's Department may have no welfare positions in head office but may have some in an institution under its administration. If the latter is a welfare institution, such as a juvenile detention home, the institution is the reporting agency and the department is the parent organization. If the positions are in a gaol or adult reform institution, the unit providing the welfare service is the reporting agency. Similarly, the social service department of a hospital is a reporting agency and the hospital, although not itself a reporting agency, is the parent organization.

Question 4

AREA SERVED BY REPORTING AGENCY. This question is designed to show exactly where in Canada welfare services are being provided. For this reason, only the geographic territory actually served by the reporting agency itself is to be indicated. A sub-office of a voluntary organization or a government department should check only the area served by that particular office and not that served by its head office. An institution should check the area from which the majority of its population come.

- (i) Nation-wide is to be used only for the head office of a national voluntary organization, or a federal department or, in a few special cases, for an institution.
- (ii) Province-wide describes the area served by an organization which covers one whole province, for example, the head office of a provincial department; a sub-office of a federal department or national voluntary organization; or a voluntary organization or an institution serving a whole province.

- (iii) Regional refers to other areas larger than those covered by items (iv), (v), and (vi) below. An organization or sub-office serving a district which covers territory in more than one province is 'regional, crossing provincial boundaries'. The area served by an organization or district office which covers, for example, more than one county or a local improvement district is 'regional, within one province'. If either type of region is checked, a description of the area is to be given.
- (iv) County or Rural Municipality: The terms 'county and rural municipality' are grouped together because these terms are used in different parts of Canada to describe similar areas. In New Brunswick, for example, some agencies serve a 'county', whereas, in the Western Provinces, a number of agencies serve a 'rural municipality'.
- In some cases, two separate agencies may provide the same kind of service, one for the city or town, the other for the county area outside the city or town. For this reason, the division 'excluding a chief city or town' has been made.
- (v) City or Town: In this question, an agency which serves a territory within the municipal limits is to check 'city or town only', one which serves a somewhat larger area, for example, a metropolitan area, is to check 'city or town, including suburban areas'.
- (vi) Other: This section includes any area which is not described by any of the terms in the other sections of this question. In addition to checking this section, describe the area or give its name.

Question 5

GOVERNMENTAL AGENCIES. This question applies only to public agencies and refers to the level of government responsible for the service. For example, both the head office and regional offices of a federal department should check 'federal'.

In the few instances where the administration of an agency is under a township, the section 'county or rural municipality' should be checked.

Question 6

FIELD OF WORK OF AGENCY. To answer this question refer to the code list on the left side of the green code sheet. The major field or fields of work are to be indicated by entering on the questionnaire the code number or numbers which best describe the work the agency is doing. Many agencies will require only one number to describe their field of work.

Read the entire list before entering numbers on the questionnaire.

Do not enter a code number for a service which is provided only rarely or which is only a small part of the regular service given by the agency.

For example, a Juvenile Court whose field of work is court services for children is to enter number 5. An institution for unmarried mothers, which is also responsible for adoption arrangements, should enter numbers 9 and 3. A regional office of a provincial public welfare department might need to enter numbers 1, 2, 3, 5, and possibly others.

An agency specializing in group work is to enter code number 13a; an agency providing solely a recreation service should enter its field of work as 13b. Where an agency's field of work is both group work and recreation, code numbers 13a and 13b are to be entered.

Note that code number 9 covers types of institutional care not specifically mentioned elsewhere in the list; code number 16 is to be used only where a major field of work is not described under any other number. Neither of these two numbers should be entered unless all others have been checked to make sure the field of work is not described under any other number. Where either of these numbers is used the kind of service is to be written out in full in the space provided.

Question 7

INSTITUTIONS. Only welfare institutions as defined in Reference Papers 3 and 3A should answer 'yes' to this question. For the definition of welfare institutions, voluntary and municipal organizations should

check Reference Paper 3; provincial and federal departments should check Reference Paper 3A.

Social service departments of hospitals or welfare services in other institutions whose primary function is not welfare are considered 'welfare agencies' within an institution and therefore should answer 'no'.

Question 8

INSTITUTIONS ADMINISTERED. In this question, the term 'institutions' includes all welfare institutions and also all other institutions in which a welfare service is provided. Institutions for temporary care,

such as Children's Aid Shelters, are not considered separate institutions; their welfare positions are to be reported on the agency questionnaire.

A separate questionnaire is to be filled out for each welfare institution listed and for the social service department or unit of other institutions. The questionnaires may be completed either by the head of the institution itself or by a member of the staff of the parent organization.

INSIDE PAGE: QUESTIONS ON INDIVIDUAL WELFARE POSITIONS

Questions 9 to 24 refer to individual welfare positions as described in Reference Paper 4 (for voluntary and municipal organizations) or 4A (for provincial and federal departments). Please check the appropriate Reference Paper to make sure that all welfare positions are reported.

REPLY FOR FULL-TIME PAID POSITIONS ONLY

There is one type of EXCEPTION to this rule. Where one person is employed as the head of two agencies, such as the director of a council and of a separate chest, and where both contribute to his salary, the position is to be reported by both agencies. See instructions under question 14 (c) on how to enter the information.

Each column represents an individual position filled on the date of the count. Entries for each position are to be made down a separate column. Information is to be entered about each position and about the person employed in it as of October 1.

Extra Pages

If there are more employees in welfare positions than can be listed on the inside of the questionnaire, the extra inside page is to be used. If additional copies of the extra page are needed, please write immediately to the address given on page 15 of this Reference Paper and ask for the required number.

Staff Changes or Near Date of Count

If, at the date of the count, an employee has handed in a resignation but is still on the staff of the agency, the position is to be considered filled. The entries are to be about that person even though he or she may be leaving almost immediately.

If a person has been appointed to fill a vacant position on the staff, but has not begun work on October 1, the position is to be considered vacant and is to be reported as a vacancy under question 26.

Extended Leave

This applies only to leave granted for a long period, approximately six months or more, for educational purposes, because of illness or for any other reason.

Where a worker is absent on extended leave, answer questions 9-23 as if the worker were not on leave; in question 24, give the reason for the leave. Then, if a replacement has been appointed, answer questions 15-23 for the replacement in the next column and bracket the two columns together.

If a worker is on leave for a short time only, enter the information about him without reference to the fact that he is away.

Question 9

TITLE OF POSITION. Write out the name of the position as it is known in the agency, for example, executive secretary, adoption worker, director of welfare, superintendent, probation officer,

recreation director.

Question 10

FIELD OF WORK OF POSITION. The list of code numbers on the left side of the green code sheet is also to be used to indicate the field of work of each position. Choose the code number which best describes the field

of work of the position for which information is being given. The number or numbers chosen will usually be among those already entered for the field of work of the agency.

Only the field or fields of work normally included in the duties of the position are to be reported. Do not report fields of work related only to extra duties assumed temporarily.

The director or head of an agency, department or institution enters for his field of work the same code numbers as are given for the field of work of the agency. The administrative aspects of his work are indicated by the letter entered for question 11 and therefore administration does not constitute a separate field of work.

For most individual positions not more than two major fields are to be reported. The field of work of a position in a home for the aged is number 7; that of a position involving welfare services in mental institutions or in a child guidance clinic is number 10. If emphasis is placed on financial aid and family welfare, the fields of work for the position are to be reported as numbers 1 and 2, even though the worker in that position may also give some time to child welfare services.

Where a generalized field service is given, more than two numbers will have to be entered.

Code number 16 is to be used only where a major field of work is not described under any other number as, for example, in-service training.

Question 11

TYPE OF POSITION. To answer this question, refer to the right side of the green code sheet which gives a list of code letters for the different types of positions. Please study the entire list of types of positions before deciding which letter applies to each position being reported. Then enter in the appropriate space on the questionnaire the letter or preferably not more than two letters which most closely describe the position.

Many positions, particularly those in small agencies, involve more than one responsibility; an executive director, responsible for organization, program and budget, may also supervise staff and, in some cases, give a direct service; a supervisor may also give some direct service or carry out some research. Nevertheless, only the major responsibilities are to be reported.

Do not enter a code letter for any responsibility which takes up less than one-third of the worker's time.

Administrative Staff

Before deciding on the code letter to be entered for administrative positions, read the section of the following comments which applies to the reporting agency.

Note that in any organization only one position is to be classified as type 'A'. This means if the reporting agency is a branch or institution under another organization, no 'A' position is to be reported.

Voluntary Welfare Organizations. Heads of autonomous local welfare agencies, such as Children's Aid Societies or Family Welfare Bureaus or of national voluntary agencies are to be considered chief executive officers and the letter 'A' should be entered.

Where a voluntary organization has one or more local offices, the head of the headquarters office is in a type 'A' position; the head of the neighbourhood or local office is in type 'C'. For example, the position of the general secretary of a Y.M.C.A. in a large metropolitan area is type 'A' and that of the executive secretary of a branch in the same city is type 'C'.

Assistants to the chief executive and heads of divisions at headquarters should be entered as type 'B' positions. All other administrative officers in the head office and also the heads and other administrative officers in regional or district offices are in type 'C' positions.

The head of an autonomous welfare institution is in a type 'A' position. Heads of institutions which are reported separately but which are directly under a parent organization such as the Salvation Army or the Canadian National Institute for the Blind, are in type 'C' positions.

Public Welfare Departments. In provincial or federal departments, category 'A', chief executive officer, includes only deputy ministers of welfare. Assistants to the deputy minister and directors of divisions at head office are to be entered as 'B'. Other executive staff, including senior administrative field staff, heads of regional offices, and other executives in regional offices fall into type 'C'.

In municipal welfare departments, the person in charge of the department, whatever his title may be, is in a type 'A' position. Administrative assistants to the chief executive or heads of divisions in head office are type 'B'; heads and any executive assistants in branch offices in the same city are type 'C'.

The head of a welfare institution under governmental auspices is in a type 'C' position. But, if an institution under municipal auspices is autonomous in the sense that it reports only to the municipal council and not to a department, the head of the institution is in a type 'A' position.

Public Departments Whose Primary Function is Not Welfare. In departments such as Health, Attorney-general's, or Education, where the senior administrative officers are not in welfare positions there is no welfare position of type 'A'. Directors of social service units or divisions at head office fall into type 'B'; heads and other administrative staff of social service units in a regional office are in a type 'C' position.

Agencies or Institutions Whose Primary Function is Not Welfare.

The position of the head of a social service division or unit in a health agency, clinic, hospital or sanatorium, or that of the person responsible for a welfare service in a reform institution is to be reported as type 'C'. In these cases, no position is to be reported as type 'A'.

Supervisory Staff

This section includes all supervisors of paid staff members.

Code letter 'D' covers all positions, regardless of their titles, in which the major responsibility is supervision of supervisors, such as that of a chief supervisor.

Code letter 'E' includes all supervisors of staff providing a direct service such as a family or child welfare service, probation service, social work in mental institutions and so forth.

Code letter 'F' includes all supervisors of full-time paid staff who are engaged in group work or recreation. Supervisors of volunteer staff are to be included under the letter I.

Code letter 'G' applies chiefly to supervisors in councils and chests.

Direct Service Staff

Code letter 'H' includes staff members who are responsible for services to individuals and families, such as an adoption worker, an investigator or intake worker.

Code letter 'I' includes staff members who themselves are providing a direct service to groups and those who are supervising volunteer group leaders.

Code letter 'J' applies largely to positions in agencies such as community chests and councils and those responsible for community organization.

Staff Performing Other Duties

Code letter 'M' is to be used only where the type of position is not described adequately by any other code letter. In addition to entering the letter, describe the type of position.

Question 12

DUTIES IN RURAL AREAS. Enter 'yes' only if more than half of the worker's time is spent in rural areas.

In order to find out as exactly as possible how many qualified social workers will be required in Canada in the near future, it is necessary to know the employment preferences of agencies insofar as the social work training of their staff members is concerned. Opinions vary as to the kinds of training most suitable for the different positions covered by the Survey. For this reason, agency heads are asked to report not only on the training and experience of the workers now employed, but also on whether or not social work training would be expected of applicants to fill vacancies and new positions or as replacements should any of the present staff leave. These preferences are to be shown in the replies to questions 13, 20, 21, 22, 23, and 26.

Question 13

REPLACEMENT POLICY. Enter information on the agency's policy as to whether or not social work training would be required, preferred, or not necessary in a new employee, should the present employee leave for any reason.

'Required' means that every possible effort would be made to secure a graduate of a school of social work. 'Preferred' means that the agency would give preference to graduation from a school of social work over other qualifications. 'Not necessary' means that a social worker would not be sought.

Question 14

SPECIAL EXPLANATIONS. Any special notes about an individual welfare position are to be entered under this question. If more space is necessary, use an extra page and attach it securely to the questionnaire.

The following are examples of the kinds of situations which need special explanation.

- (a) If a worker is employed by the reporting agency, but is working apart from its main office, but not in a separate regional or branch office, the location of the worker should be noted.
- (b) If a worker is employed by one organization but is actually working for another, his position is to be entered by the organization employing him and the name of the other organization and its location are to be noted. For example, a provincial social worker who is attached to the staff of a municipal department is to be reported by the provincial department and the name of the municipal department entered under question 14.

However, if the employing organization is not likely to be included in the Survey, information on the position should be reported in full by the agency to which the worker is attached and the name of the employing organization entered in question 14.

Note: This does not include a situation where an agency receives a grant out of which all or part of a salary is paid.

- (c) If one person is employed as the head of two separate organizations each of which contributes to his salary, the position is to be reported by both agencies in the following way:

Give the details of the position, field of work, training experience etc. For salary, report only the amount paid by the reporting agency, not the total amount he may receive from the two positions.

Under question 14, give the name of the other organization and the title of the other position.

- (d) If the worker is on extended leave but, during the period of leave, is employed full-time in a welfare position in another organization, the agency from which he is on leave should enter the name of the other organization and the position he holds in it. The organization for which he is actually working on the date of the count is also to report its position and to note under question 14, the name of the agency which has granted the leave of absence.

Question 15

MEMBER OF RELIGIOUS ORDER. Enter 'yes' if the worker is a member of a religious order, such as the Order of St. John the Divine, Sisters of the Good Shepherd or Christian Brothers, or if he is a secular priest or a member of a religious community.

Enter 'no' if, for example, the worker has been trained in theology, but his present employment does not necessarily depend on his having had that training. In this case, his training is to be reported under questions 22.

Question 16

REMUNERATION. Salary: To obtain the amount to be entered in 16(a), multiply the total monthly salary being paid on October 1 plus the cost of living bonus, if any, by twelve. Total monthly salary is the amount of the salary before deductions are made for retirement pensions, pre-paid medical care or hospitalization schemes, etc.

Room and Board. Where room or room and board is provided, multiply by twelve the monthly value of the room or room and board at October 1.

If the salary is paid in part or whole by another organization, see instructions under question 14.

Question 20

GENERAL EDUCATION. Check here the one item which describes the worker's general education.

Question 21

TRAINING IN A SCHOOL OF SOCIAL WORK, IF ANY. If a worker has taken some courses in a school of social work but has not completed the required number for a degree, diploma or certificate, enter 'yes' under section

(a). This includes only regular courses in a School of Social Work.

If the worker has completed the requirements, enter under (b) the information for the first degree, certificate or diploma received, e.g. B.S.W. Because of changes in training practices, the diploma or certificate may have required a longer period of training than a B.S.W.

If the worker has taken additional training, enter under (c) the name and address of the school and the number of academic years of training, whether or not the work towards a higher degree has been completed.

Question 22

OTHER SPECIALIZED TRAINING OR EXPERIENCE, IF ANY. Enter under section (a) any specialized training of the kinds indicated or any other specialized courses. Those provided for Y.M.C.A. secretaries are, for example, to be

included here.

Also note any business experience or special qualifications.

Enter under (b) any other degrees obtained.

Question 23

WELFARE EXPERIENCE. Enter the total number of years of experience in positions of the kinds included in the Survey.

Question 24

REASON FOR EXTENDED LEAVE. Where the person is on extended leave for a period of at least six months, enter the reason for leave. If a replacement has been appointed, answer questions 9-23 for the replacement in the next column and bracket the two columns together.

BACK PAGE: STAFF TURNOVER, VACANCIES AND NEW POSITIONS

Question 25

STAFF TURNOVER. Answers to this question are to be for the 12 months prior to October 1, 1951.

Enter only the number of persons who have actually left welfare positions. A person who has handed in a resignation but who is still on the staff of the agency on October 1 is to be considered as a member of the staff and information is to be given for that position on the inside page and not in this question.

A person on leave of absence for any reason is to be considered as a member of the agency staff and the position is to be reported on the inside pages and not in this question.

Include under the heading 'marriage or because of marriage', all women who have left welfare positions to be married, because their husbands have moved to another place, because of pregnancy, or any other reason associated with marriage.

Question 26

VACANCIES AND NEW POSITIONS. Information for each position is to be entered down a separate column.

Vacancies. Check (a) (i) only for positions actually vacant on the date of the count. Where a worker has been appointed to fill a vacancy but has not actually joined the agency staff by October 1, the position is to be reported as a vacancy.

New Positions to be Set Up: Check (a) (ii) only for positions to be set up in the 12 months following October 1. Positions are to be entered here only if there is reasonable assurance that they will be set up within one year of the date of the count.

In indicating the sex preference for the new employee under 26 (a) (ii), enter 'male' or 'female', or if the agency does not employ married women, 'female - single'. If there is no preference, enter 'none'.

Question 27

Fill in the number of new positions created during the calendar years 1949 and 1950. For 1951, enter the number set up prior to October 1. A position is to be reported only once, that is, in the year in which it was originally set up.

WHERE TO SEND QUESTIONNAIRE

The questionnaire is to be returned direct to:

SURVEY OF WELFARE POSITIONS,
RESEARCH DIVISION,
DEPARTMENT OF NATIONAL HEALTH AND WELFARE,
OTTAWA, CANADA.

If care is taken to mark the envelope O.H.M.S.,
it may be sent postage free.

A P P E N D I X 2

QUESTIONNAIRE AND CODE

SHEET FOR QUESTIONS 6, 10, 11 AND 26

Survey of Welfare Positions To Determine Demand For Social Workers in Canada

Conducted at the request of the National Conference on Personnel in Social Work
now represented by the Personnel Committee of the Canadian Welfare Council

QUESTIONNAIRE FOR REPORTING AGENCIES

ENTRIES TO BE MADE AS OF OCTOBER 1, 1951

CONFIDENTIAL

This survey covers workers in full-time paid welfare positions. For guide to welfare positions, see Reference Paper 4. Do not include clerical, stenographic, or maintenance staff.

**BEFORE FILLING IN,
READ INSTRUCTIONS IN
REFERENCE PAPER 5**

DO
NOT
WRITE
IN
THIS
COLUMN

1. Full name of reporting agency
2. Address of reporting agency
(street and number) (place) (county) (province)
3. Name and address of parent organization, if any

NOTE: In the following questions, agency means reporting agency.

4. Check the *one* item below which describes the geographic area served by the agency:
(i) Nation-wide..... (ii) Province-wide
 - (iii) Regional:
crossing provincial boundaries (describe)
or, within one province (describe)
 - (iv) County or rural municipality:
whole area..... or, excluding a chief city or town.....
 - (v) A city or town, including suburban areas or, the city or town only.....
 - (vi) Other (specify)
(for example, Township of....., diocese or parish of....., etc.)
5. If agency is governmental, also check type below:
Federal..... Provincial .. County or rural municipality City or town.....
 6. Major welfare fields in which agency works.....
(enter here from green code sheet the number(s) of the item(s) given there which describe(s) major work of agency)
 7. Is agency itself an institution?..... (see Reference Paper 3 for institutions;
(yes or no) in Quebec, do NOT answer yes for 'institutions without walls')
 8. (a) If not itself an institution, does agency administer any institutions?.....
(excluding those for temporary care, such as C.A.S. shelters) (yes or no)

(b) If answer to question 8 (a) is yes, enter below the names and addresses of institutions administered.
A SEPARATE QUESTIONNAIRE IS TO BE FILLED OUT FOR EACH SUCH INSTITUTION.

(attach extra plain sheet headed "Institutions Administered", if space is insufficient)

(For guide to welfare positions covered, see Reference Paper No. 4)

- In answering questions 15-24, enter the information for the person ordinarily filling
- If the duties are being performed by a replacement, also answer questions 15-23

15. Is worker	secular priest or member of religious order or community? (yes or no) (if yes, do NOT answer question 16)		
16. Remuneration:	(multiply present monthly amount by 12 to get annual total) (a) Present annual salary (include cost of living bonus, if any) (b) Estimated annual value of room and/or board provided, if any (c) TOTAL of (a) and (b)		
17. Marital status:	(single, married, widowed, divorced, etc.)		
18. Sex:			
19. Year of birth:			
20. General education:	(a) High school or less (b) Some university (non-social work) (c) University graduation (non-social work) (check one of (a), (b), (c), as well as answering questions 21 and or 22 where applicable)		
21. Training in a school of social work, if any:	(a) Some courses in school of social work (yes or no) (b) If graduate of school of social work: (i) Basic degree, diploma, certificate (specify) (ii) School of graduation: Name Country (iii) Year of graduation (c) If qualified further in social work: (i) Most recent degree (specify) (ii) School: Name Country (iii) Year degree conferred (iv) Length of this additional training (years) (answer (a) or (b), (c), as applicable)		
22. Other specialized training, if any:	(a) Other non-social work specialization or experience: (b) Highest non-social work degree: (specify: for example, R.N.; teacher's certificate; physical education and/or recreation diploma, certificate or degree; business administration or career; ability to speak several languages; etc.) (such as M.A., Ph.D., B.D., LL.B., etc.; specify degree and field)		
23. Total paid welfare experience:	(years)		
24. Reason for leave,	where person ordinarily filling position is on extended leave: (such as training in school of social work, illness, etc.)		

ON PERSONS FILLING THESE POSITIONS

NOTE:
please
enter)

Total number of
'extra inside sheets'
used in addition to
main questionnaire.

[illegible]

the position even if that person is on extended leave of any kind at the date of the survey; for the replacement, using the next column and bracketing it to column before.

[illegible]

(PLEASE TURN OVER)

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	R
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	NR
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25. Number of persons who left welfare positions in agency in the 12 months immediately before date of survey (enter below the number who left for each reason)

REASON FOR RESIGNATION FROM AGENCY	MALES	FEMALES
(a) To take new position in welfare work		
(b) To take new position not in welfare work		
(c) To be married or because of marriage		
(d) To take social work training		
(e) For any other reason, such as ill health, age, termination of duties, etc.		
TOTALS		

26. Number of welfare positions vacant in agency, including both those vacant at date of survey and new positions definitely to be set up within 12 months after survey date (enter information for each vacancy down a separate column; attach plain sheet if not enough columns)

ITEM	VACANCY COLUMN ↓	VACANCY COLUMN ↓	VACANCY COLUMN ↓	VACANCY COLUMN ↓	VACANCY COLUMN ↓
(a) TYPE OF VACANCY: (answer (i) or (ii)) (i) Vacant at date of survey? (if yes, give number of months vacant)					
(ii) Position definitely to be set up within 12 months after survey date?					
(b) FIELD(S) OF WORK: (enter from green code sheet the number(s) of the item(s) given there which describe(s) major welfare field(s) vacancy is in)					
(c) TYPE OF POSITION: (enter from green code sheet the letter(s) of the item(s) given there which describe(s) major duties of position)					
(d) QUALIFICATIONS DESIRED IN NEW EMPLOYEE: (i) Graduation from school of social work: ●(Check only one item under (i)) Required? two-year course (or more) one-year course no preference Preferred? two-year course (or more) one-year course no preference Not necessary?					
(ii) Sex preference:					
(iii) Experience: (state years and type)					

27. Number of welfare positions which were established for the first time:

.....IN 1949.....IN 1950.....IN 1951

Note: If any questions arise concerning information entered on this questionnaire, to whom should a letter be addressed?

NAME.....

TITLE.....

ADDRESS.....

Survey of Welfare Positions to Determine the Demand for Social Workers in Canada

CODE SHEET FOR QUESTIONS 6, 10, 11, and 26

Note: In replying to the questions on fields of work and types of position, no entry is to be made for "extra duties" being performed only temporarily because another worker is on leave, a position is vacant, or for any other reason.

FIELDS OF WORK

Number(s)
to be
entered

- 1....Financial aid or aid in kind according to need.
- 2....Family welfare in which financial aid is a minor part of the service.
- 3....Child welfare - non-institutional (excluding Court work).
- 4....Child welfare - institutions for dependent, neglected or delinquent children (including detention homes).
- 5....Court services for children (including juvenile probation and parole services but excluding detention homes).
- 6....Social work with adult offenders (correctional institutions, probation or parole, rehabilitation).
- 7....Institutional care for aged.
- 8....Hostels for homeless men.
- 9....Institutional care, other than 4, 6, 7 and 8 (specify, as well as entering number).
- 10....Social work in mental institutions and psychiatric and guidance clinics for adults and children.
- 11....Social work in other hospitals (including t.b. sanatoria).
- 12....Social work for physically handicapped (exclusive of work in hospitals).
- 13a...Group work.
- 13b...Recreation.
- 14....Services to communities and agencies by Councils and Chests, Social Service Index.
- 15....Social work education (School of Social Work).
- 16....Other (specify, as well as entering number), e.g., travellers' aid, personal counselling, professional associations, research, etc.

TYPES OF POSITIONS ON STAFF

Letter(s)
to be
entered

Administrative Staff

- A....Chief executive officer of a reporting agency which is not under another organization.
- B....Assistant(s) to chief executive officer; director(s) of divisions at headquarters office.
- C....All other administrative officers including the executive head of a reporting agency which is under another organization.

Supervisory Staff

- D....Supervisors of supervisors and staff consultants.
- E....Supervisors of staff who give direct services to individuals and families.
- F....Supervisors of paid staff who give direct services to groups.
- G....Supervisors of staff who give direct services to agencies.

Direct Service Staff

- H....Staff giving direct services to individuals and families.
- I....Staff giving direct services to groups.
- J....Staff giving direct services to agencies.

Staff Performing Other Duties

- K....Research.
- L....Teaching (School of Social Work).
- M....Other (specify, as well as entering letter).

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